

DEPUTY DIRECTOR OF PUBLIC SERVICE

GENERAL DEFINITIONS AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work planning, organizing; does related work as required. Work is performed under general supervision. Supervision is exercised over all department staff.

This is light work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, standing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assist Director in any or all of the following:

Planning, organizing, directing, and supervising service department programs, services, and staff; handling personnel and public information matters, overseeing and preparation and maintenance of schedules, contracts reports, records, and files; coordinating work with the Director and other departments; preparing reports.

Act as the Utilities / Right of Way Manager.

Manage the electric aggregation program.

Study and assess current operations and determine future needs.

Develop and manage programs as assigned by the Mayor, Director of Public Service.

Act as Director when required.

Supervise programs and actives of the department.

Respond to citizen inquiries and complaints.

Perform related tasks as required.

KNOWLEDEGE, SKILLS AND ABILITIES:

Comprehensive knowledge of modern management principles and practices; ability to plan, direct and review the work of employees; ability to interpret community needs for public improvements; through knowledge of the need for and attention to proper safety precautions; ability to speak and write effectively; ability to establish and maintain effective working relationships with city officials, other government agencies and the general public.

EDUCATION AND EXPREIENCE:

Any combination of education and experience equivalent to graduation from an accredited college of university with major coursework in business administration or related field and extensive progressively responsible public works operations experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Ohio.

EXHIBIT A