

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB186 Utilities Business Manager
POSITION #/TITLE: 0030 Utilities Business Manager	Adopted: 09-01
	Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 17
Reports To Position #/Job Code #/JC Title: 2430/NB356/Utilities Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Manages and coordinates the customer service and financial activities for the water and water pollution control utilities. Closely interacts with the Treasury Operations Program Manager and Finance Director regarding financial affairs of the municipal utilities.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Oversees and coordinates the development of management and financial systems designed to ensure the long-term financial integrity of the municipal water and water pollution control utility activities;
Plans, develops, supervises and evaluates the operational processes, procedures and functions of the municipal utility customer service and collections programs;
Manages the accounting operations of the water utility to include payroll, accounts payable, accounts receivable, fixed assets and general ledger;
Prepares for the annual audit in coordination with independent auditors;
Oversees the operation and maintenance of financial software systems, including utility billing/customer information system (UB/CIS), cost-of-service and rate modeling programs;
Manages accounting and financial reporting activities for the utilities;
Directs and coordinates preparation of annual budgets for the utilities and monitors compliance with the budgets;
Coordinates with other utility managers to develop, implement and maintain activity based accounting and performance measurement systems;
Uses financial, engineering and customer service information to conduct cost-of-service rate studies and to prepare detailed annual reports;
Develops, implements and monitors accounting systems and business practices (procedures);
Manages and oversees the completion of cost-of-service and utility rate studies;
Negotiates and administers water sales contracts;

Interacts and confers with the Treasury Operations Program Manager and Finance Director regarding utility financial issues, including general accounting activities, cash management, and the issuance of bonds;

Serves as liaison to internal and external customers and responds to requests and inquiries concerning programs, policies, procedures, time lines and organizational goals;

Serves as a member of the executive management team for the water utility;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the principles of planning and economic development for the sound management of municipal utilities;

Thorough knowledge of customer service and debt collection principles and practices;

Thorough knowledge of accounting, business, budgeting and financial standards and practices affecting municipal utilities, including Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB);

Thorough knowledge of project and contract administration;

Good knowledge of general cost-of-service theory and rate setting principles and ability to apply to municipal utility systems;

Thorough knowledge of budget, accounting and financial records systems for utility systems;

Thorough knowledge of personal computer (PC) systems and software programs, especially PeopleSoft financial systems;

Ability to function effectively with minimal supervision and exercise considerable discretion in decision making and daily activities;

Ability to communicate effectively both verbally and in writing, which includes presentations to the City Council, regulatory agencies and public groups; preparation of written reports; and conferring with other City departments and government agencies; and serving as liaison with industrial and commercial customers;

Ability to organize and direct teams to ensure the successful completion of special projects;

Ability to develop proficiency in PC spreadsheet, word processing, database and graphics software programs;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in business administration, accounting, financial management or related field, with an MBA Degree preferred;

Considerable experience in governmental accounting and utility business operations, preferably with a larger municipal utility system; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Certified Public Accountant (CPA) preferred.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to prepare detailed printing materials and to review a wide variety of materials;

Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other computer-related equipment;

Sufficient personal mobility, which permits the employee to work in a general office environment and visit other work sites in the City.

