

NOTICE OF EMPLOYMENT OPPORTUNITY

Town of Colorado City

POSITION: UTILITY BUSINESS MANAGER

OVERVIEW: The Utility Business Manager works under the direction of the Utility Board which manages the municipal utility systems for Hildale, Utah and Colorado City, Arizona, consisting of gas, wastewater and water systems. The Utility Business Manager oversees all utility functions.

Colorado City and Hildale are located in the Short Creek valley which straddles the Utah/Arizona state line, and are essentially one community, cooperatively working together to provide services to our residents. We serve a small, family-friendly community and expect employees to actively support and uphold the Town's vision and values.

JOB DUTIES: Duties would include a variety of business and operational tasks associated with the administration of the utility systems. Administer intergovernmental agreements, contracts and grants; administer utility budgets including developing budgets, allocating purchases, monitoring and reporting; coordinate with Office Manager, Treasurer, City Managers, public works department staff, representatives for other departments, the business community, the general public, representatives from various county, state and/or federal agencies; attend and report at monthly utility board and city council meetings; assist City Recorder in preparation of Utility Board agendas and informational packets; handle customer complaints and requests; recommend and enforce policies and procedures; assist in administering human resources; oversee utility supervisors and staff; provide assistance and training associated with program parameters and requirements; coordinate audits; ensure internal controls and risk management; compile and present general and specialized reports and records; coordinates capital improvements plan; monitors customer relations, applications and fees. There may be some overlap of duties with operations which would involve coordinating needs of utility departments, repair and maintenance programs, ensuring legal compliance, and timely reports and documentation.

The job may occasionally be physically strenuous and demanding and may require lifting, pulling and managing heavy equipment and objects; will work in all weather, and must be prepared for both extreme heat and cold, ensuring that all activities are completed in a safe and efficient way; perform related duties as needed or assigned.

SPECIAL: Applicants must be at least 18 years old and must be eligible to work in the United States and have a valid drivers' license. Must have a High School Diploma or equivalent. Must have experience in business management and accounting with supervisory responsibilities. Related industry certifications, Associates Degree, or Bachelor's degree is preferred.

Knowledgeable in the use of basic accounting and computer skills with proficiency using Microsoft Word, Excel and PowerPoint.

Required to exemplify and practice workplace safety; Must be able to respond to utility emergencies when needed and coordinate with emergency services; Be able to work cooperatively with others and interact with the public in a courteous and respectful manner; Ability to read and follow written and oral instructions.

This position is full-time FMLA exempt.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs and requirements of the job change. The selection process may consist of evaluation of application material, oral interviews, written examinations, performance tests, assessment centers, physical ability tests, probationary periods or any other screening technique.

PAY RATE: \$46,000 to \$56,000 annual salary depending on qualifications.

APPLICATIONS: Applications available at the Colorado City Town Hall or on web site www.tocc.us.

To apply, submit a cover letter, resume, and Town of Colorado City employment application in person or electronically; email to clerk@tocc.us; fax to 928-875-2778; physical address: 25 S. Central Street; mailing address: P.O. Box 70; Colorado City, Arizona, 86021. Application period will remain open until filled.

THE TOWN OF COLORADO CITY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.