

NOTICE OF EMPLOYMENT OPPORTUNITY

Town of Colorado City/Hildale

POSITION: UTILITY BUSINESS MANAGER

OVERVIEW: The Utility Business Manager is a CEO like position that works under the direction of the Utility Board which manages the municipal utility systems (Gas, Water, Wastewater, etc.) for Hildale, Utah and Colorado City, Arizona, consisting of gas, wastewater and water systems. The Utility Business Manager oversees all utility functions.

JOB DUTIES: The Utility Business Manager will be accountable for the administrative, financial, and risk management operations of the Utility Department, to include the development of financial and operational strategy, metrics to measure strategy success, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Duties will include:

- Assist in formulating Utility Department's directional objectives
- Develop Strategic Business Plan
- Oversee Implementation of Business Plan
- Identify and Budget for Needed Capital Improvements
- Assist in Developing Performance Objectives
- Participate in Key Decisions for Cities
- Manage Accounting, Human Resources, and Legal Requirements relating to Utilities Department
- Report Financial Position to Utility Advisory Board and City Councils Monthly
- Manage Acquisitions of Gas, Water, and other Materials
- Develop Pricing Strategies

REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance, or Business Management (Master's Preferred)
- CFO or Executive level experience
- Eligible to work in the United States

Pay and Compensation:

- \$46,000-\$56,000/Year Salary
- Medical/Dental Insurance
- Commuting Vehicle

Hildale City, Utah and Colorado City,

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.