



Business Operations Manager Water System - Administration

WS-ADM/6-847

JOB SUMMARY

This position plans, directs, and coordinates business operations and initiatives.

MAJOR DUTIES

1. Assists in planning, organizing, and directing Water System Administrative operations.
2. Manages special projects and new program initiatives for organizational progression.
3. Identifies, develops, and implements new guidelines and strategies for operational development to include business processes, policies and procedures, enhanced management reporting, information flow and management, and organizational planning.
4. Manages department advancement; develops new personnel and reorganization strategies; identifies best methods; drafts job descriptions.
5. Assists in personnel disciplinary matters; monitors adherence to rules, regulations, and procedures.
6. Develops and coordinates ongoing staff events, public relations events, and educational outreach and promotional initiatives; assists in monitoring and maintaining social media site.
7. Serves as liaison with HR department; assists with employee interviews; oversees onboarding and offboarding procedures.
8. Coordinates and schedules staff training, conference registration, and license exams and renewals.
9. Purchases materials, goods, and supplies; monitors expenditures.
10. Coordinates County Community Service Worker program.
11. Manages the Director's schedule.
12. Serves as point-of-contact between department and other departments, engineers, vendors, etc.
13. Prepares and processed department payroll.
14. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of Water System operations, policies, and procedures.
2. Knowledge of county policies and procedures.
3. Knowledge of computers and job-related software programs.
4. Knowledge of business and management principles and practices.
5. Knowledge of project management principles and practices.
6. Knowledge of human resources principles and practices.
7. Skill in the development and management of annual budgets and audits.
8. Skill in oral and written communication.
9. Skill in planning and meeting deadlines.
10. Skill in coordinating agendas and meeting deadlines.

SUPERVISORY CONTROLS

The Water System Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include county ordinances, Water System policy, Department of Natural Resources regulations, the Employee Safety and Loss Control Manual, the Open Records Act, and county personnel policy. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety of the tasks to be managed contribute to the complexity of the position.
- The purpose of this position is to manage business operations and initiatives for the Water System. Success in this position contributes to the efficiency of Water System operations.

CONTACTS

- Contacts are typically with co-workers, bank personnel, members of the Georgia Association of Water Professionals Customer Service Committee, representatives of other utility providers, vendors, customers, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Administrative Secretary and may have functional supervision over assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.