



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Utilities Administrator
DEPARTMENT.....:	Utilities
DIVISION.....:	Utilities Administration
CLASSIFICATION/GRADE.....:	Utilities Administrator/210
REVISED.....:	11/2015
REPORTS TO.....:	Utilities Director
REVIEWED.....:	11/2015
WAGES.....:	Salaried

SUMMARY:

This administrative position involves the supervision of various functions of the Department of Utilities related to procedures and systems for the collections, processing, storage, and management of records, data, and information with the primary focus on the Utilities Administration division. Incumbent exercises oversight of the department's GIS functions, manages centralized, functions of the parish-wide GIS system, serves as the primary liaison between the Department of Utilities and the Department of Finance Information Technology Division. The Utilities Administrator participates in the development of administrative policy and may be assigned responsibility for routine operations of the office, including work schedules, procedures, and assignments for non-exempt office personnel, with the objective of relieving the director and division managers of the review, compilation, recordation, and processing of routine materials. Duties require the exercise of mature judgment and the application of knowledge of organization, policies and procedures to assist with continual public and/or intra- and inter- departmental interactions. Assignments are received in the form of general outlines or desired results, and the employee is expected to develop methods of procedures in arriving at assigned objectives. As with all Utilities Department classifications, the incumbent is required to respond and assist in emergencies.

BASIC FUNCTIONS:

1. Administers or assists in administration of the Utilities Administration division including general services/expenses, work schedules, and procedures.
2. Administers the Department of Utilities IT functions in support of and in coordination with the department divisions and the Department of Finance Information Technology division, including:
 - The Department of Utilities broadband communication assets and wide-area network
 - Development and implementation of policies and procedures for the storage and archival of records.
 - Development and maintenance of web sites and social media pages.
3. Functions as manager of the centralized parish-wide GIS enterprise.
4. Supervises and coordinates continued development and maintenance of the department GIS functions.
5. Serves as ESF-12 Utilities Coordinator for the Terrebonne Parish Office of Homeland Security and Emergency Preparedness, including assignment and coordination of continuous position staffing.

6. Functions as lead department FEMA liaison and supports department divisions in the preparation of reimbursement submittals.
7. Functions as liaison to franchised CATV and broadband providers.
8. Prepares various routine reports and communications including the assembly of response to data request.
9. Assists in the accumulation and organization of data for review, analysis, reports, and presentations.
10. Assists in the preparation of the annual budget.

OTHER REQUIREMENTS:

1. Strong information technology aptitude with knowledge of GIS, database, and web programming applications.
2. General knowledge of governmental organizations and functions.
3. Ability to analyze, map/document, and optimize office process and procedures.
4. Strong oral and written communication skills, the ability to work collaboratively with individuals and groups and to build and maintain effective working relationships.
5. Knowledge of research methods, and techniques and methods of report presentation.
6. Ability to assemble, organize and present, in written or oral form, financial or factual information devised from a variety of sources.
7. Knowledge of mainframe and micro computer applications as they relate to the financial, statistical and administrative data management.

EDUCATION/EXPERIENCE:

1. Graduation from an approved high school or equivalent.
2. Post-secondary experience and/or education in information technology.
3. Education and/or experience in public administration, management or a related field is high desirable.
4. Any equivalent combination of education, training and/or experience may substitute.