



**UTILITIES ASSISTANT DIRECTOR for
RESOURCE MANAGEMENT AND CUSTOMER SERVICE Division
\$93,640 to \$129,262 DOE
Plus excellent benefits
Apply by February 13, 2012
(Open Until Filled)**

THE POSITION

Provides direction and leadership to Utilities RMCS Division. Directs major functional areas including budget development & monitoring, rates, accounting, utility billing, customer service, technology systems management, communications and conservation and outreach programs for the water, sewer, storm & surface water, and solid waste funds.

- Serves as the Chief Financial Officer for the Utilities Department
- Identifies and recommends policy options for City management and Council; develops programs to implement policies
- Directs development of short and long range financial and program plans
- Provides leadership and direction for 29 staff members; responsible to create and sustain a positive and productive work environment.

JOB KNOWLEDGE

Desired talents and skills include:

- Experience and skills in financial management including rate setting & budget development, monitoring and forecasting
- Extensive skills in problem analysis and resolution at both strategic and functional levels
- Skills in developing effective teams and coordinating efforts of multiple complex

functions; skills in customer service, marketing and public relations

- Knowledge of budget and accounting principles, practices and procedures as applied in a large public organization
- Demonstrated success in a deadline driven environment
- Strong verbal, written and presentation communication skills

EDUCATION & EXPERIENCE

Graduation from an accredited four-year college or university with a degree in business or public administration or related field; MBA or MPA is preferred. Five or more years of management level experience in program and personnel management. An equivalent combination of education, experience, and training providing the required knowledge, skills and abilities may be considered.

COMPENSATION

- \$93,640 - 129,262 DOE
- Medical & Dental Insurance
- Public Employees Retirement System
- MEBT 401K Program
- Vacation, Sick Leave and Paid Holidays

THE COMMUNITY

Incorporated in 1953, Bellevue is the fifth largest city in the State of Washington, and the largest eastside community in King County. Bellevue is situated between Lake Washington to the west and Lake Sammamish to the east. Interstate 90 links the city to the national east-west interstate system and Interstate 405 connects Bellevue with the major north-south system. Downtown Bellevue is undergoing rapid change and development. Over the next few years the city will see construction of several additional high-rises and projects for office, residential and retail space. Bellevue is rapidly growing in both size and diversity. It is home to many cultural events throughout the year, a downtown shopping and dining district, and multiple parks and environmental areas.

THE CITY

Bellevue operates under a Council/Manager form of government. The current population is 122,000 with over 140,000 people employed in the City limits. The city employs approximately 1,200 employees, who are guided by the following core values: Exceptional Public Service, Stewardship, Commitment to Employees, Integrity, and Innovation.

THE DEPARTMENT

The Utilities Department consists of three divisions (Operations & Maintenance, Engineering, and Resource Management & Customer Service) and the Director's Office. The Department has an annual operating budget of \$112 Million and a 6-year capital

program of \$145 Million and 190 employees. The Utilities Department has been accredited by APWA three times since 2004. The mission of the Department is working together to actively support neighborhood livability, a healthy sustainable economy and the environment by effectively managing drinking water, wastewater, surface water, solid waste systems, and providing maintenance of streets, walkway and bikeways in the city.

THE DIVISION

The Resource Management and Customer Service (RMCS) Division, is composed of four sections:

Financial Management Section:

Plans, organizes, directs and manages Department fiscal activities for all program areas. Responsibilities include rate modeling, financial forecasts analysis, cost of service studies, and budget development and monitoring.

Conservation & Outreach Section:

This section is responsible for pollution prevention, solid waste & recycling, water conservation, youth education and general public information. Responsibilities also include working with media and emergency communications.

Systems Section:

Develops automation goals and plans for the Department. Performs business process and requirements analysis, cost benefit analyses for proposed system changes, and review new technologies and potential automation investments.

Utility Billing & Customer Service Section:

Provides customer services to 38,000 utility accounts representing over 120,000 ratepayers. Responsibilities include accurate and timely billing and customer account support.

All qualified candidates are strongly encouraged to apply online at <http://www.bellevuewa.gov> by February 13, 2012 (Open Until Filled). If you have questions about the position, contact Mike Jackman at 425-452-6012 or via e-mail at mjackman@bellevuewa.gov.

It is the policy of the City of Bellevue to provide employment, training, compensation, promotion and other conditions of employment based on qualifications without regard to race color, national origin, gender, religion, age, marital status or disability as required by law.

The City of Bellevue is Equal Opportunity Employer and values diversity in its workforce.