



MANAGEMENT CONSULTANT TO THE UTILITIES DIRECTOR

\$5,796 to \$7,998 DOE

Plus excellent benefits

Apply on-line at www.bellevuewa.gov not later than February 29, 2012

THE POSITION

This position provides advance professional consultancy in support of the Director and/or Deputy Director, and for the Department's executive team on a variety of special projects involving qualitative and quantitative analysis, policy development, and program administration.

- Work with department leadership to ensure the efficiency and effectiveness of business process, products and service.
- Lead strategic planning, business process improvement and organizational development.
- Administer department-wide programs, such as employee professional development and training, employee safety, workload planning, APWA Accreditation, grant coordination, and standard operating procedures.

JOB KNOWLEDGE

Desired talents and skills include:

- Knowledge of the principles and practices of utility operations, business lines, budgets, personnel management, and grants administration. Public sector experience a plus. Excellent background in conducting extensive qualitative and quantitative research and technical writing skills. Exceptional oral and written communication skills
- Knowledge of project management, cost-benefit analysis, project planning, scheduling monitoring, and problem solving.
- Knowledge of process improvement

methodologies e.g., Lean Six Sigma.

- Knowledge of, and the ability to conduct complex research studies. Ability to analyze processes and issues, and develop recommendations for improvement or resolution.
- Ability to analyze multiple levels of complex data and synthesize concepts for presentation to executive level personnel.
- Ability to make presentations to small and large audiences using effective public speaking.
- Ability to establish and maintain effective working relationships and elicit cooperation through the collaboration of stakeholders to achieve a desired outcome.
- Ability to read, understand, and interpret Federal, State, and local laws and regulations.
- Ability to understand the City's political environment and sensitivities and function effectively within that environment.

EDUCATION & EXPERIENCE

- BS degree in business or public administration or related field. MBA or MPA is preferred.
- Five or more years of advanced-professional level experience in utility management, business line/program evaluation, and personnel management. Consultancy experience a plus.
- Or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

COMPENSATION

- \$5,796 – \$7,998 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.

All qualified candidates are strongly encouraged to apply online at <http://www.bellevuewa.gov> by February 29, 2012. 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.