



OKC

UTILITIES

ASSISTANT

DIRECTOR

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WORK FOR OKC



Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 694,800 residents in a four (4) county, 621 square mile area.

About OKC

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year.

Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center, and National Softball Hall of Fame.

DEPARTMENTS



Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.





Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

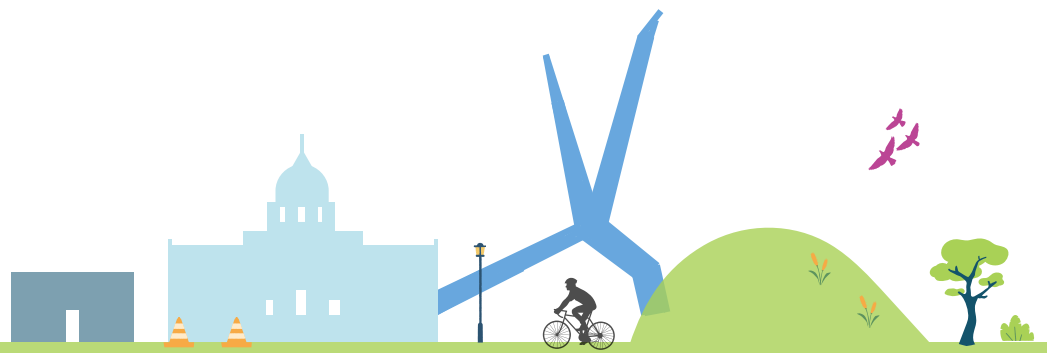
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57

miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.

The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation



and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-

to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$839,020,748 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. For detailed information about MAPS 4 go to: okc.gov/government/maps-4.



THE CITY'S VISION & MISSION

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



UTILITIES

The Department

The Utilities Department, one of the largest City departments with over 800 employees, ten divisions, and an annual budget of \$850 million, provides water, wastewater, and solid waste management services. We serve over 1.4 million residents in central Oklahoma delivering an average of 100 million gallons of water each day through retail and wholesale service connections. Eighteen cities and rural water districts contract with Oklahoma City. The treatment and distribution system consists of two water treatment plants, four wastewater treatment plants, 4,000 miles of water pipe and 3,000 miles of sewer pipe. The Oklahoma City Water Utilities Trust (OCWUT) was created to lease, operate, maintain, improve, and finance these systems. It also has a 50-year contract with the federal government to operate, maintain, repair, and replace water and wastewater facilities at Tinker Air Force Base.

Oklahoma City relies on water from two sources, the North Canadian River supply, and the Southeastern Oklahoma supply. Canton, Hefner, and Overholser Reservoirs receive water from the North Canadian River. The Stanley Draper Reservoir receives water from the Atoka and McGee Creek Reservoirs located in southeast Oklahoma via a 100-mile, 60-inch pipeline. In 2019, OCVUT began constructing the second 100-mile, 72-inch Atoka Pipeline to provide additional capacity.



DEPARTMENT

OCWUT continuously plans for future water supply needs and has secured additional water rights in southeast Oklahoma from the Sardis Reservoir in the Kiamichi River basin. The construction of a 30-mile pipeline connecting the Kiamichi River to the existing water supply system is anticipated to begin within the next five years.

The Utilities Department has talented, committed staff, and engaged leadership and is seeking a forward-thinking, effective leader to be its next Assistant Director.

The Position

This position is located in the Utilities Department for the City of Oklahoma City, and reports to the Utilities Director. The Assistant Director ensures organizational effectiveness and efficiency by pursuing complex initiatives involving large expenditures

of manpower, funds, and materials that significantly impact departmental policies, the City, and the surrounding community. The Assistant Director manages five large operational divisions: Water Quality, Wastewater Quality, Line Maintenance, Southeast Water Supply, and Solid Waste Management.

Essential Job Functions

- Provides day-to-day oversight of operating functions to ensure department-wide organizational efficiency and effectiveness.
- Determines long-range organizational and community impact of departmental changes and decisions.
- Develops long-term facilities planning to ensure interim steps contribute to the long-term needs and most efficient use of financial resources.



- Directs and coordinates implementation of asset management principles and practices.
- Establishes, interprets, and recommends policies that may impact both department and City-wide operations.
- Develops, monitors, and evolves standard operating procedures and practices to modernize fieldwork performance and minimize risks to citizens while enhancing efficiency and improving service quality.
- Ensures scheduled work is coordinated with local officials and agencies to minimize conflicts with capital improvement projects and intradepartmental Metropolitan Area Projects (MAPS) and General Obligation (GO) bond projects.
- Evaluates and implements insourcing versus outsourcing solutions for ancillary functions.
- Develops uniform minimum standards for employee development and performance, including integrating standards into workforce tracking and reporting systems.
- Establishes minimum supervisory performance standards to ensure supervisors are proficient at work planning, monitoring, reporting, and employee coaching.
- Ensures safety principles and practices are integrated into work planning, performance, and employee training programs.
- Provides the Director with an objective analysis of current legislation impacting departmental activities and the City organization.
- Represents the Director on various boards, committees, and meetings.
- Performs other duties as assigned.



Compensation

The approved salary range for this position is **\$135,093.60 to \$206,565.84** and is dependent upon the qualifications and experience of the selected candidate.

Job Requirements

Competencies

Execution and Results: (1) Sets well-defined and realistic goals and high standards of performance for self and others; (2) displays a high level of initiative, effort, and commitment toward performing work; (3) completes assignments in a thorough, accurate, and timely manner, and delivers results; (4) works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior; (5) demonstrates understanding of all aspects of the job and application of accrued knowledge in carrying out duties and responsibilities; technical knowledge; skill in the techniques, equipment, procedures, and work required; (6) recognizes opportunities and takes action for improvement to programs, policies, procedures, practices, and processes; (7) understands and is able to apply the principles, methods, and tools of quality improvement; (8) collects, examines, analyzes, and interprets data from a

variety of sources; (9) makes data-driven recommendations/decisions and achieves results; (10) effectively achieves results through others to achieve the Department or City's mission.

Business Judgment: (1) Makes sound decisions and build hypotheses under uncertainty; (2) leads strategic direction, and operational decision-making in volatile, complex, or uncertain business context; (3) identifies risks and develops and implements measures to avoid, mitigate, or minimize those risks; (4) makes effective, timely, well-informed, objective, and transparent work-related decisions; (5) uses resources effectively to achieve results aligned with organizational priorities; (6) applies a broad understanding of financial management/budgeting principles to ensure decisions are fiscally sound and responsible and in accordance with policies, procedures, processes, rules, regulations, and laws; (7) makes business decisions that drive positive, fiscally responsible performance; (8) manages ambiguity, business insight, financial

acumen, makes decisions using data and insight that achieves the best outcome for the department and City.

Teamwork/Team Oriented: (1)

Recognizes, values, and leverages the ideas, opinions, and perspectives of others; (2) participates willingly and effectively as a team lead or team member; (3) builds consensus; fosters team commitment, spirit, pride, and trust; (4) collaborates with others to accomplish goals and objectives and achieve results; (5) expresses facts, ideas, messages, and information (technical and non-technical) to individuals or groups clearly, concisely, accurately, understandably, with honesty, tact, and diplomacy and in a manner that is appropriate for the intended audience; (6) actively listens, clarifies information as needed.

Customer Centric: (1) Demonstrates commitment to public service; (2) serves and satisfies internal and external customers in a timely and effective manner; (3) establishes, commits to, and maintains high standards for producing quality work products and being responsive to customers; (4) supports the Department/City's mission; develops and executes strategies with the customer in mind.

Talent Development: (1) Provides tools, materials, equipment, and resources; (2) provides performance feedback, coaching, mentoring, encouragement, and support; (3) discusses personal and professional goals; (4) provides formal and informal learning and development opportunities

that support achievement of personal and professional goals; (5) attracts and develops talent; (6) manages performance throughout the department or City; (7) sets the leadership tone for area of responsibility.

Inclusive Leadership: (1) Fosters a diverse, equitable and inclusive workplace where individual differences are valued, and employees feel a sense of belonging; (2) seeks to know and learn about others; welcomes diversity in ideas, perspectives, and thoughts; understands and respects values, attitudes, and beliefs of others; (3) seeks to build diverse teams through inclusive hiring practices (ensures opportunity for individuals of all backgrounds and demonstrates a commitment to hiring the most qualified candidates); (4) cultivates engagement, team building, collaboration; (5) instills trust; (6) recognizes contributions and celebrates accomplishments; (7) promotes the advancement of all employees including those of marginalized identities (e.g., coaching, mentoring, providing personal and professional development opportunities); (8) actively participates in and encourages others to participate in diversity and inclusion programming and/or training; (9) strategically integrates inclusion into business practices and decisions; (10) demonstrates respect, inclusiveness, understanding, tact, diplomacy, and professionalism in developing and maintaining effective working relationships with others; (11) effectively manages one's own feelings and emotions; (12) builds diverse teams, promotes advancement of marginalized

employees, participates and encourages participation of I&D initiatives.

Strategic Thinking: (1) Thinks conceptually, imaginatively, and systematically; (2) envisions the future; (3) defines the vision, direction, and goals; (4) develops a road map for achievement; (5) anticipates change and plans for it; (6) considers long-term value and consequences; (7) influences others to achieve results; (8) understands where the organization is headed; knows the organization's mission and functions, and how its social, political, and technological systems work; (9) aligns business strategies to long-term success of the City; (10) sets the vision, direction and compelling course of action; (11) operates effectively within the systems, programs, policies, procedures, codes, ordinances, rules, and regulations of the organization; (12) knows industry and stays ahead of best practices; (13) understands the political environment, management priorities, staff roles and responsibilities, and grasps external factors impacting the organization; (14) identifies when issues need to be escalated to higher authorities and effectively alerts appropriate officials.

Leads Through Influence: (1) Persuades others; builds consensus through give and take; (2) gains cooperation from others to obtain information and accomplish goals; (3) works with others towards achieving agreements that may involve exchanging resources or resolving differences; (4) understands the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with

individuals and groups connected to a work effort including those actively involved; (5) leads through influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).

Commitment to Continuous Improvement: (1) Recognizes opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results.

Agility: (1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses readiness; proposes new approaches, methods, and technologies; (6) plans, implements, and evaluates change in a transparent, positive, and thoughtful manner; (7) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (8) rapidly adapts to change and leads others through change, while producing tangible results and identifying new opportunities.

Minimum Qualifications

- Minimum of 10 years of varied and progressively responsible experience in managing large water, wastewater, or utility operations.
- Bachelor's degree in engineering, business administration, public administration, or related field.
- Master's degree preferred.

Knowledge, Skills & Abilities

- Knowledge of and skill in applying administrative and managerial concepts and principles.
- Knowledge of and skill in interpreting or explaining the rules, laws, and regulations governing the utility industry.
- Skill in supervising the planning, development, and implementation of utilities operational objectives.
- Skill in applying local, state, and

federal regulations governing utility systems operations and maintenance.

- Skill in applying managerial principles to evaluate and improve operations, streamline processes, and develop programs.
- Skill in responding to complex, technical operational questions, and problems.
- Skill in supervising the work of professional, technical, administrative, and clerical staff.
- Skill in verbal and written communication.
- Ability to ensure that utility projects and plans comply with all applicable guidelines and regulations.
- Ability to establish and maintain effective working relationships with key stakeholders such as government officials, engineers, contractors, staff, and citizens.

- Ability to develop long-range plans and evaluate work accomplishments.
- Ability and willingness to establish and maintain effective working relationships.
- Ability to assume responsibility for work performed and decisions made.
- Ability to travel.

Working Conditions/Physical Requirements

- Primarily inside.
- Occasionally required to work beyond normal working hours.
- Occasional local and out-of-town travel.
- Near vision enough to see a computer screen and printouts, and to read and draft written documents such as reports.
- Speech and hearing enough to

communicate clearly and distinctly both in person and by telephone.

Note: The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

How to Apply

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice). A first review of resumes will take place on **April 5, 2024**.



Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

To apply for this position, please submit your materials and fill out the application at www.cpshr.us/recruitment/2324.

For any questions please contact: **Kylie Wilson**, Principal HR Consultant, at resumes@cpshr.us.

CPS HR  CONSULTING

An Equal Opportunity Employer

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.



