TITLE: Director of Business and Technology

DEPARTMENT: Business Support Services

REPORTING RELATIONSHIP:

Reports to: General Manager/Chief Engineer

Supervises the following positions: Supervisor, Claims & Safety; Director of Information systems; and the Risk Manager position.

DEFINITION: Under administrative direction to coordinate, plan, and direct the activities of the following sections: Safety & Claims, Information Systems, Risk Management and other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Supervises the planning and coordinates the activities of assigned sections while effectively motivating employees and meeting the goals of the department and the district.

2. Act as a resource to subordinate staff; instructs and advises departmental staff on the administrative phases of their respective work areas and personnel matters.

3. Personally prepares or directs the preparation and then reviews a variety of reports.

4. Directs the preparation and administration of the annual departmental budget and the procurement of maintenance and budgeted items.

5. Provide sophisticated, comprehensive District-wide information technology programs and services to support the achievement of district strategies.

6. Advises the General Manager-Chief Engineer on items associated with claims, safety, risk, and information system concerns of the district.

7. Monitors the presentations given by the various sections when necessary on topics related to the department.

8. Assist in acquiring and keeping competent, customer service-oriented staff.

9. Directs and evaluates the work of the supervisors in the assigned divisions.

10. Establishes and provides employee training and development, goals, objectives and performance standards; document performance deficiencies and takes appropriate disciplinary action.

11. Ensure that training be provided for effective use of computer system by district employees.
ESSENTIAL FUNCTIONS (Cont.):

12. Oversee the prioritizing of applications for development and upgrades.

13. Provide comprehensive administrative review of work activities, cost, staffing requirements, equipment usage and time requirements.

14. Tactfully and courteously deal with the public.

15. Coordinates departmental operations with other District departments and follows up on concerns or questions.

MINIMUM QUALIFICATIONS:

License or Certificates: Must have a valid California Operator's license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education and Experience: Any combination of training, workshops, college level classes, and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain this knowledge and abilities would be to have a broad and extensive experience in the activities of a water district or similar agency, including at least 15 years of management and supervisory experience, including computer management, insurance, benefits, safety, or claims. A Bachelor's degree in any related field is desirable.

Knowledge of:
- Principles, procedures, and operations of modern water district.
- Customer service skills.
- Laws, rules, and regulations effecting risk management, claims, safety, and computer operations.
- District policies, rules, regulations and procedures.
- District geography.
- Contract development.
- Principles of budgeting and expenditure control.
- Principles of management and administration.
- Principles and practices of electronic communications and software and the required associated maintenance.
- Safe working practices of the district including confined spaces.

Abilities:
- Analyze work activities and operations and identify solutions which will facilitate operating efficiency and effectiveness.
- Insure the proper maintenance and repair of District equipment.
- Promote interdepartmental cooperation and teamwork.
- Provides technical and administrative assistance to the District employees.
- Communicate effectively both verbally and in writing.
MINIMUM QUALIFICATIONS (Cont.):

Abilities (Cont.):
- Develop, train, and evaluate department employees and supervisors.
- Exercise sound independent judgement within the general policy guidelines.
- Keep abreast of new ideas, technologies, trends, laws and new programs related to assigned divisions.
- Prepare clear, detailed and well organized reports or studies.
- Collect and provide accurate information in the requisition and budgeting process.
- Operate a computer workstation.
- To conceive, plan, direct, and coordinate long-range programs.
- To prepare and carry out departmental and district policies relating to personnel, budget, training, and organization.
- To coordinate departmental activities with other district functions and outside public and private organizations.
- Effectively participate in a wide variety of conferences and meetings.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain. Uses two-way radio to communicate. Driving: Light.

2. Works in weather conditions including heat or rain.

3. Sits for prolonged periods of time.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position.

Department Head Approval: ________________________________ Date: __________

General Manager Approval: ________________________________ Date: __________