



EST. 1848
GEORGETOWN
TEXAS

ASSISTANT WATER UTILITY DIRECTORS
City of Georgetown, TX

About Georgetown, TX

The City of Georgetown, Texas, is the county seat of Williamson County and with more than 92,000 residents, it is the seventh fastest growing city in the nation. Located 26 miles north of Austin on Interstate 35, Georgetown has its own authentic identity and high quality of life, along with access to the many cultural and entertainment opportunities found in the state capitol. Georgetown is known as a safe city with, great parks, an award-winning library, low taxes, and the most beautiful town square in Texas!

Georgetown has over 180 homes and buildings on the National Register of Historic Places and boasts of having the "Most Beautiful Square in Texas." The City was also on Southern Living Magazine's 2018 list as one of the best cities in the south in which to live.

While citizens and visitors alike enjoy Georgetown's charm, the surrounding area features more than 40 parks and over 16 miles of hiking and biking trails, including a stunning trail along the San Gabriel River. Five challenging local golf courses are available for golf enthusiasts and a variety of outdoor recreational opportunities are sure to suit anyone's interests. Lake Georgetown boasts great fishing and a 26 miles trail loop, bringing visitors to the edge of the beautiful Texas Hill Country.

City Government

The City of Georgetown, Texas, is a "Home Rule" city. As provided by its charter, Georgetown has a council-manager form of government. Under this form of government, the City Council provides leadership by establishing the City's goals and policies. The City Council consists of eight members — a mayor, elected at large, and seven council members elected from individual single-member districts. The City Council appoints a City Manager to achieve the desired end set by the City Council. The manager oversees the day-to-day activities of the City and executes Council established laws and policies. The City Attorney is appointed by the City Council to provide legal services to the City of Georgetown including the review of contracts, representation in City legal matters, and providing legal advice to City staff and the Council.

The adopted budget FY2024 budget totals \$868 million and keeps the City's property tax rate at 37.4 cents per \$100 valuation. The City's rate is among the lowest of all cities in the Austin area with a population greater than 20,000.



The Water Utility Department

The City of Georgetown serves about 43,000 water accounts representing more than 100,000 people in a 440-square-mile service area that includes the City of Georgetown and parts of Williamson, Bell, and Burnet counties.

Georgetown has experienced unprecedented growth in the past few years and this growth is expected to continue. We are committed to meeting the needs of our growing community while providing reliable service to our customers.

The Positions

Because of the continued growth of the City, we are looking for two Assistant Water Utility Directors to assist with the operations and the master planning and growth of the department. Under the direction of the Water Utilities Director, the Assistant Water Utility Directors will be responsible for the oversight and management of the operation and maintenance of the water, wastewater, and reclaimed water distribution, collection and treatment facilities. The Assistant Water Utility Directors will have responsibility over budget development and tracking, short and long-range capital improvement project planning, water and wastewater master plans, rate studies, impact fee studies and ensuring the City is compliant with local, state, and federal water, wastewater, and reclaimed water distribution and/or treatment regulations. Work will involve planning, controlling, supervising, and evaluating the daily operations for assigned areas of oversight.

The Assistant Water Utility Directors will actively participate in the identification, planning and prioritization of capital improvement projects that are related to the water utility; development of policies and planning related to customers, rates and master planning and in review and planning for upcoming developments.

Both leadership positions play a vital role in the citywide management team, providing critical input to the City's strategic plan and performance measures.

Essential Functions

- Plans, organizes, and directs the activities and operations , including water treatment, wastewater treatment, and reclaimed water treatment; the storage of a treated water supply; transmission, distribution, and pumping of treated water; collection and pumping of wastewater, transmission, and distribution of reclaimed water.
- Performs supervisory duties over division personnel, including but not limited to employee recruitment, selection, training, scheduling, timecard and leave approvals, counseling, evaluating, discipline, and termination.
- Provides Division personnel with appropriate training, direction, and technical assistance to assure effective and efficient operations.
- Develops standards of performance for personnel to improve the Division's overall effectiveness and efficiency.
- Reviews analyzes and evaluates Water Utilities Operations procedures and makes recommendations for improvement and refines or expands operations to meet current or long-range needs.
- Develops and prepares annual budgets, annual report, and quarterly activity reports.
- Conducts feasibility studies, prepares special reports and/or cost benefit studies with a special emphasis towards innovative techniques and methods.
- Participates in the planning, development and design of major Capital Improvement Projects
- Administers and monitors the budget for assurance that proper purchasing procedures are followed.
- Coordinates with Capital Projects Department regarding the design and construction of water and wastewater capital projects.
- Assists with the development review process, provide decisions, guidance, and direction, resolve disputes, conduct plan reviews and work with the city's development review engineers to represent operations in the development review process.
- Ensures that division managers motivate employees to the highest level of performance through accepted performance management practices including establishing performance and development goals regular performance feedback and documenting performance in annual reviews, conducts subordinate manager's annual performance reviews, and reviews subordinate manager's appraisals of employees.
- Assumes the duties and authority of the Water Utility Director in their absence.
- Serves as a customer contact and spokesperson for Water Utilities.
- Responds to citizen complaints, inquiries from City Council members, requests for information from other City departments, and similar information requests.



Knowledge & Skills

- Excellent leadership skills and a track record of conveying organizational vision and delivering quality results.
- Ability to maintain a workplace that promotes teamwork fosters accountability and helps take a talented City Workforce to the next performance level.
- Effective communication skills with the ability to articulate expectations, clearly delegate responsibilities and communicate with City Council and citizens about complex issues in a straightforward manner.
- Ability to accurately anticipate the implications of events or decisions for various stakeholders and plan strategy accordingly.
- Ability to present arguments that address other's most important concerns and issues and seek win-win solutions.
- Must have highly developed problem solving, technical, performance management, presentation, and media skills.
- Ability to identify best practices, research and promote emerging technologies, and promote innovation.
- Must be able to work outside of regular business hours as required
- Must attend and successfully complete the City's Defensive Driving Course (DDC) as soon as possible after employment (if required to drive City vehicle or personal vehicle for City business)

Ideal Candidates

The ideal candidates should have knowledge of water utility operations regarding water, wastewater, and reclaimed water treatment, transmission, distribution, pumping, transmission, and distribution of treated and reclaimed water. The ideal candidates will have experience in strategic planning, capital improvement projects, and should possess financial knowledge to include fiscal planning, and budget management. Experience working in a high growth City will be a definite asset; bilingual in Spanish and English will be beneficial.

The ideal candidates should be innovative and visionary leader with experience working in a fast-paced environment and dealing with the complex issues related to a growing community. The ideal candidates will need to be a creative, resourceful leader with proven experience in building and maintaining a broad spectrum of partnerships with the City Manager, council, department heads, the school district, and the community to ensure that a common vision is enacted and supported.

The ideal candidates must possess the capacity and interest to be effective mentors for staff and have demonstrated track record of setting a positive example of competence, professionalism, accountability, trust, energy and work ethic while promoting good organizational health and morale; advanced written and oral communication skills are imperative.





Education and Experience

Qualified applicants will have a Bachelor's degree in engineering, finance, business, project management, public administration, or similar degree with eight (8) years of progressive experience in water and wastewater utility operations and administration, and at least five (5) years of experience managing staff, field operations, capital programs and projects, capital planning, forecasting, and budgets. Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job will be considered.

Licenses and Certifications

- Licensed as a Professional Engineer in the State of Texas is preferred.
- TCEQ Operator in Water or Wastewater Certification is preferred.

Salary

The City of Georgetown is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How To Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: GTAWUD

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



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