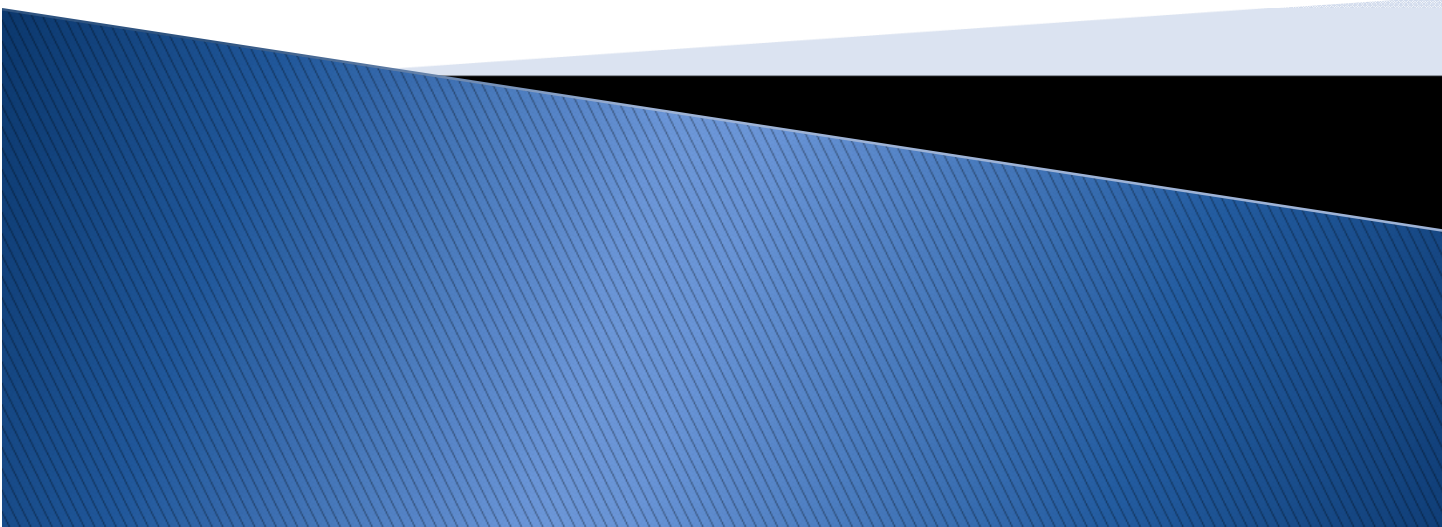
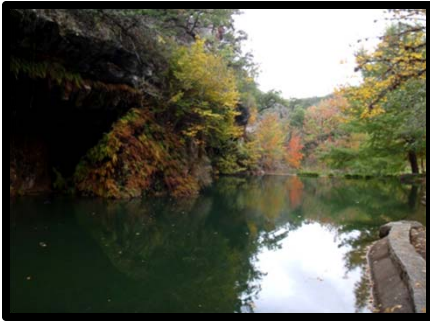




City of Austin

Assistant Director
Water Resources Planning & Analysis





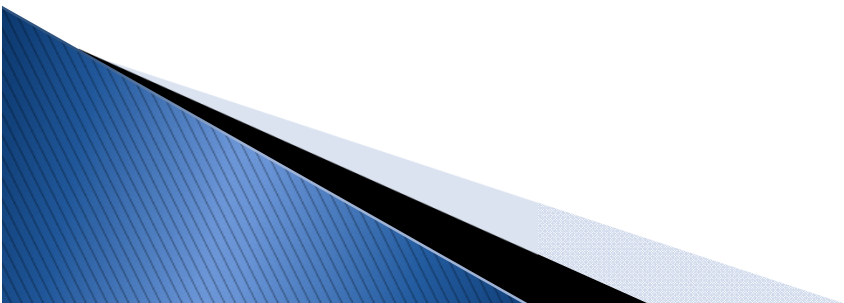
About Austin, Texas

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities was selected as the "Best City for the Next Decade (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com) and #1 on the "On Numbers Economic Index" as the fastest growing economy. Austin continues to lead the country with its vision of being the "Most livable City in the country," emerging as a player on the international scene with such events as SXSW, Austin City Limits, Formula 1® and being home to companies such as Apple, Samsung, Dell, and Seton Healthcare. From the home of state government and the University of Texas, to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability. Since 1900, Austin's population has doubled every 20 years.

Austin City Government

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the City-Manager form of government. The [Austin City Council](#) is elected at large by the voters of the city. The Council is elected from 10 single member districts, with the mayor at large. Five members hold two year terms and five members hold four year terms. .

The City Council appoints the City Manager, who is the chief administrative and executive officer of the city. The City Manager has responsibilities for guiding and directing day-to-day operations as well as providing strategic research, recommendations, and management leadership to the City Council on budget, programs, policies, and services. The City Manager implements the organization's administrative responsibilities with a strong team of Assistant City Managers and the Austin Energy General Manager. The City Council and City Manager of Austin are committed to their mission of delivering the highest quality services in the most cost-effective manner. The organization's vision is to make Austin the most livable city in the country and the City Manager's resolve is to make it the best-managed city in the country.





Austin Water Utility

Austin Water Utility is owned and operated by the City of Austin, Texas. Every day, Austin Water Utility provides clean, reliable water services for residential, commercial, industrial and public use, and has been doing so for more than a century. Austin Water Utility consistently ranks among the best in the country when it comes to water quality. We also treat, return and recycle wastewater in ways that protect our environmental resources. At all of our water and wastewater treatment plants, we far exceed federal and state requirements for clean water and environmental compliance.

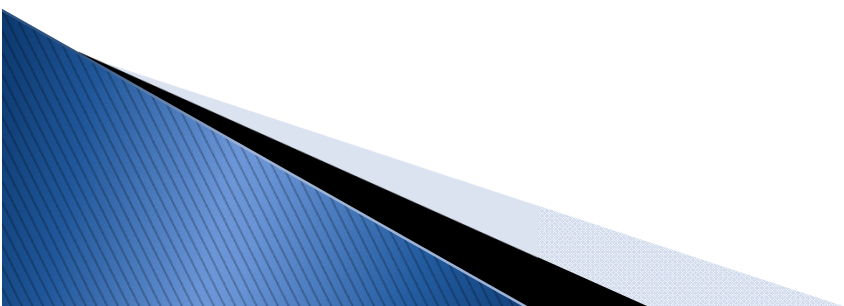
Austin Water Utility supplies water to nearly 890,000 customers within and outside the corporate city limits of Austin, as well as the communities of Rollingwood, Sunset Valley, one water control and improvement district, five water supply corporations, seven municipal utility districts, and three private utilities.

Mission

Austin Water Utility's mission is to provide reliable and safe water and wastewater services to Austin's growing population while conserving our water resources for future generations.

The Position

Under nominal direction of the Director of Austin Water Utility, the Water Resources Management business area provides a wide-range of planning support functions to achieve optimum incorporation of integrated resources planning in the core structure and activities of the Utility.

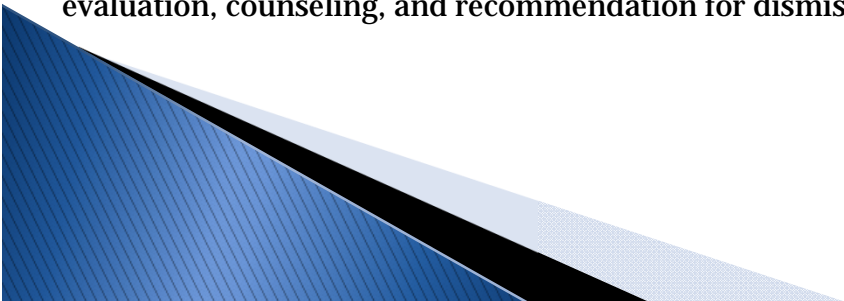




Duties and Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Directs assigned division and section activities, including analyzing and forecasting supply/demand to ensure effectiveness and efficiency. Identifies and analyzes trends and determines methodologies to implement changes.
- Develop and implement plan steps for asset management plans for W&WW vertical and horizontal assets, including asset condition, criticality and risk assessments.
- Develops and implements short and long range water and wastewater system supply and infrastructure planning, programs, and personnel that provide administrative and managerial support, program planning, and evaluation.
- Determines goals, objectives, and resource requirements for Water Supply Management activities within assigned divisions.
- Develops, revises, and implements standard operating practices, policies, and procedures within assigned divisions. Ensures divisions are in compliance with all City practices, policies, and procedures.
- Reviews, approves, and implements quality and safety systems and programs.
- Assists in the preparation, presentation, and monitoring of departmental budget.
- Represents the department at City Council meetings, citizens groups, boards and commissions.
- Provides support and coordination to other City departments and agencies as needed.
- Investigates and resolves Citizen inquiries and complaints.
- Reviews, analyzes, and prepares both written and oral reports.
- Other duties as assigned by the Director
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal



Knowledge, Skills, and Abilities

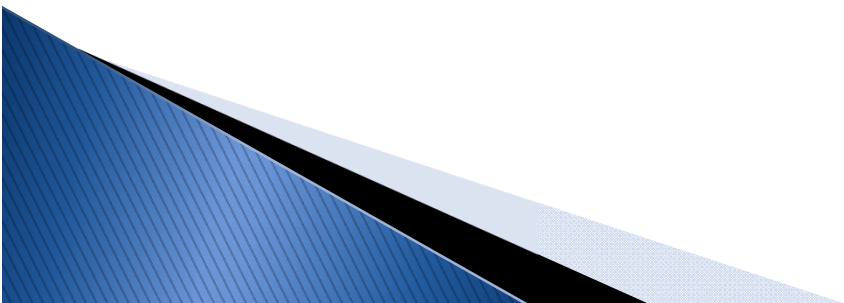
Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of fiscal planning and budget preparation.
- Knowledge of local, state and federal water and wastewater utility regulations.
- Knowledge of city practice, policy, and procedure.
- Knowledge of technical aspects of operations and maintenance.
- Knowledge of supervisory and managerial techniques and principles.
- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in managing multiple programs, projects, and tasks.
- Skill in negotiations and handling conflict resolution
- Skill in analyzing complex data from various sources, synthesizing collected information, and developing sound decisions/recommendations
- Skill in developing, reviewing, monitoring, and evaluating contracts for services and/or materials
- Ability to manage multiple projects and programs simultaneously within approved budgets
- Ability to quickly recognize and analyze irregular events.
- Ability to establish and maintain excellent communication and working relationships with city personnel and the public.
- Ability to organize, analyze, interpret, and evaluate scientific civil engineering problems and provide practical, cost effective solutions.

Education and Experience

Qualified candidates will have a Bachelor's degree from an accredited college or university with major course work in Engineering or a related field. The ideal candidate will have a minimum of (6) six years professional-level supervisory/management experience in Engineering, Project Management, or a related field.

A Master's degree from an accredited college or university with major course work in a field related to the job, plus four (4) years of professional-level supervisory/management experience in Engineering, Project Management, or a related field, may substitute for the required education and work experience.



Licenses and Certifications Required

State of Texas Professional Engineer Certification is required.

The Ideal Candidate

The ideal candidate should be knowledgeable of local, state and federal water and wastewater utility regulations. Prior experience working with water utilities and/or river authorities is desirable.

The successful candidate should possess financial knowledge to include fiscal planning, budget management and capital improvement projects.

The ideal candidate must possess excellent interpersonal skills with a strong ability to forge relationships with city staff and the community. This individual should demonstrate the capacity and interest to be an effective mentor and leader for staff. Prior supervisory experience in a large, robust city/organization is desirable.

Advanced written and verbal communication skills are imperative for this position.

Salary

The City of Austin 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

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: ADWRPA

Affion Public
2120 Market Street
Camp Hill, PA 17011
888.321.4922
Fax: 717-214-8004
www.affionpublic.com

