

Title: Deputy General Manager
PG: PB2
Status: Non-Civil Service
Position Reports to: General Manager
Department: Lakeland Electric

Class Code: 1085
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible work assisting the General Manager in the performance of managerial duties. An employee in this classification is responsible for relieving or assisting the General Manager with a wide variety of administrative duties as directed. The basic function of the work is to provide leadership and direction to certain Lakeland Electric divisions. The incumbent may act for, or represent, the General Manager at City Commission Meetings, committee meetings, civic gatherings, or other official functions. Instructions received on matters of policy and new assignments usually consist only of statements of desired objectives. Work is subject to review and direction of the General Manager through discussions, goal setting and performance reviews, or analysis of recommendations and reports.

ESSENTIAL FUNCTIONS:

1. Supervises and coordinates the operation of Lakeland Electric's divisions as assigned by the General Manager.
2. Participates in preparing the annual budget and in budget control activities.
3. Responds to complaints, inquiries, and service requests from the public.
4. Accompanies the General Manager to meetings as necessary and performs required follow-up on decisions reached.
5. Confers with Associate and Assistant General Managers to convey information concerning established policies and practices and to gather information required as a basis for action by the General Manager and City Manager.
6. Handles routine correspondence received by the General Manager; prepares a variety of documents and reports; attends a variety of meetings.
7. Represents the General Manager on occasions when General Manager is unavailable.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of the functions, principles, practices and techniques of electric utility administration.
2. Thorough knowledge of the principles and practices of management.
3. Through knowledge of public finance and governmental budgeting.
4. Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations as to their solution.
5. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
6. Ability to express ideas effectively in written or oral form, and to prepare clear and concise reports.
7. Ability to create and support a safe work environment.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university, with specialization in business administration, accounting or engineering. Masters degree or above preferred.
2. Five (5) years of progressively responsible administrative experience in electric utility administration.
3. A combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.