

Title: Business Operations Manager III
PG: 71
Status: Non-Civil Service
Position Reports to: BUD Energy Supply
Department: Lakeland Electric

Class Code: 2175
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

The basic function is to assist the Business Unit Director in the areas of strategic planning, financial planning, budgeting, performance measurement and financial analysis and serve as liaison with Corporate Services personnel responsible for contracting, accounting and information systems development. Also serves as liaison for human resources administration with Central Accounting/Payroll.

PRINCIPAL DUTIES:

Planning

1. In cooperation with the Corporate Planning Manager, facilitates the development, documentation and communication of long-range plans, objectives, goals and strategies of the Business Unit.
2. Coordinates the development of financial and operating plans and performance standards for the Business Unit to ensure compatibility with corporate assumptions, plans and objectives.
3. Develops Business Unit budgets in accordance with instructions and schedules promulgated by the Corporate Services unit.
4. Develops and recommends changes in accounting practices and procedures to Corporate Services Director. Coordinates implementation of same.
5. Prepares business plans for new or enhanced services or products and provides support to the Business Unit Director in the discharge of his or her planning responsibilities.
6. Develops Business Unit's long-term Information Technology plan.

Operations

1. Supervises employees responsible for complex financial and business analysis of various economic alternatives to support decision-making in the Business Unit.
2. Supervises employees responsible for monitoring and controlling the budget during the fiscal year.
3. Supervises employees responsible for providing administrative support in the Business Unit including purchasing, budgeting, accounts payable, and human resources administration.
4. Supervises employees responsible for communication/quality assurance between Production, Fuels and the Florida Municipal Power Pool.
5. Supervises employees performing diverse functions in the Business Unit which include Warehousing and Facilities Coordination.
6. Supports Lakeland Electric's information technology development efforts through participation in IT planning, requirements definition, system implementation and training of user community personnel in the Business Unit.
7. Conducts research, performs special studies and provides professional consultation in the areas of process improvement, re-engineering, benchmarking and performance measurement in the Business Unit.
8. Prepares periodic reports concerning the progress of the Business Unit in meeting its objectives and performance standards.
9. Performs other duties as required.

Organization and Personnel

1. Recommends annual budgets, manpower plans, and staffing levels needed to carry out operating responsibilities to the Business Unit Director for approval.
2. Recommends personnel and compensation actions for subordinates to the Business Unit

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- Director for approval.
3. Establishes standards for employee productivity and performance and monitors results.
 4. Develops and implements appropriate training programs and monitors the professional development of employees in the work unit.

Outside Relationships

1. Coordinates work with other Business Units and divisions within the Department or other City departments as required.

Reporting Relationships

1. Reports to the Business Unit Director.
2. Directly supervises personnel assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Theoretical and practical knowledge of financial and administrative management, information technology, plant accounting, utility economics and regulations in the public utilities industry.
2. Theoretical and practical knowledge of financial planning and analysis techniques, including discounted cash flow, present value, rate of return, and breakeven analysis.
3. Thorough knowledge of the sources of technical and financial information and literature and the methods of obtaining and using them.
4. Ability to write clearly and concisely on technical subjects of some complexity.
5. Effective presentation and oral communications skills.
6. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public and to provide leadership to contribute to a working environment that will instill employee pride, morale and commitment to service excellence.

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, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS AND EXPERIENCE:

1. Four (4) year degree from an accredited college or university in accounting, economics, business administration or a related field. CPA preferred.
2. A minimum of seven (7) years experience in financial planning and analysis, information technology, or business administration with a public utility with at least three (3) years in a supervisory position.
3. An equivalent combination of directly related education and experience may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months

SPECIAL REQUIREMENTS:

1. Must possess and maintain a home telephone.
2. Must possess and maintain a valid state of Florida driver's license.
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.