

# City of Americus, GA



**Title: Director, Natural Gas Operations**  
**Class Code: 8104**

## JOB DESCRIPTION

### General Description

The purpose of this class within the organization is to direct the overall operations for the Natural Gas Department.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Communicates in writing and by speaking with customers, clients, employees, stakeholders, consultants, and other department managers and elected officials.
- Supervises and evaluates assigned staff; addresses employee concerns, directs work assignments, counsels and disciplines employees, and completes employee performance evaluation and appraisals.
- Guides and directs strategic planning and performance improvement.
- Manages fiscal matters including revenue and expenditure analysis, budgeting, rate studies, and expenditure approvals.
- Conducts long-range master planning, program development and guidance, and capital program delivery.
- Serves on interjurisdictional and interagency committees.
- Engages in other public administration duties including procurement and contracting.
- Prepares meeting agenda, reports, and presentations and responds to questions.
- Reviews and revises organizational structure commensurate with best delivery of services and programs, organizational resiliency, and succession.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Civil Engineering, Public Administration or closely related field; Requires four years progressively responsible experience in public utilities management or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

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### Unavoidable Hazards (Work Environment):

None.

### Special Certifications and Licenses:

None.

### Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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