



CITY OF NEWBERRY

S O U T H C A R O L I N A

HUMAN RESOURCES AND RISK MANAGEMENT

CITY OF NEWBERRY, SOUTH CAROLINA Position Opening

JOB TITLE: ASSISTANT UTILITIES DIRECTOR
DEPARTMENT: UTILITIES

The City of Newberry has an exciting opportunity for a dynamic, upwardly mobile, professional with a proven, successful track record to join a cutting edge technology enterprise. If you possess the required experience, knowledge and work record, we are anxious to consider you!

GENERAL OVERVIEW

Under limited supervision, performs technical, administrative, and supervisory work in managing, planning, and directing activities, operations, and personnel of the Utilities and Information Services Department. Work involves directing all projects and programs for the department; preparing and maintaining departmental budget and monitoring expenditures. Work includes managing and supervising the daily administration of the City-wide computer system, including acquisitions, installations, maintenance and repair of computer hardware, computer programming, and technical support for users of software and peripherals. Supervises planning, specifications, materials, and services acquisition for the City's telecommunications, including telephones and wireless communications, management of the SCADA system, and automated metering instruments. Supervises telecommunication activities for City government, including acquisition, installation, maintenance, and repair of telecommunications systems. Provides strategic planning for the City. Performs related administrative, technical and supervisory work as required. Reports to the Utility Director.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Bachelor's degree in engineering, computer science, or related field supplemented by five to seven years of experience in utilities operations, maintenance, and management; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Minimum 1-2 years utilities technology maintenance and IT systems administration. Must possess and maintain a valid South Carolina driver's license.

APPLICATION DEADLINE:

A completed City application must accompany a resume and must be received on or before Friday, November 25, 2016. An application may be downloaded from our website or obtained in-person during regular business hours from the Human Resources Department at City Hall located at 1330 College Street, Newberry, SC 29108.

SALARY: Commensurate with Qualifications and Experience

The City of Newberry is proud to be an Equal Opportunity Employer

“City of Friendly Folks”

Post Office Box 538 • Newberry, South Carolina 29108 • Phone (803) 321-1000 • FAX (803) 321-1003
www.cityofnewberry.com www.visitnewberry.com