

# CITY OF HURON JOB POSTING

**POSITION:** Director of Operations (Full-Time)

**DEPARTMENT:** Administration

**SALARY:** \$75,000 - \$100,000/year

**POSTING DATE:** 8:00 a.m., September 20, 2021

**CLOSING DATE:** Until Filled  
(Applications review will begin  
on October 20, 2021)

## MINIMUM REQUIREMENTS

Bachelor's Degree in Public Administration, Business Administration, Engineering, Information Technology, Construction, Finance, or closely related field and/or five (5) to seven (7) years supervisory experience in local government administration or related employment setting, with a preference for individuals who have managed projects in related fields and have managed teams.

An in-depth job description is included within this application packet. Please complete and return the application by the deadline date.

**EOE/AA/ADA**

Approved for Content \_\_\_\_\_

Approved for Posting \_\_\_\_\_

# CITY OF HURON JOB OPENING ANNOUNCEMENT

Where Applications Taken:

City of Huron  
417 Main Street, Huron, Ohio 44839

Where Postings Sent:

Newspaper, Website, Social Media, OCMA,  
ICMA, OML, Various Online Jobs Websites

Office Hours:

8:00 a.m. till 4:00 p.m.  
Monday through Friday

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## CITY OF HURON IS AN EQUAL OPPORTUNITY EMPLOYER

The City Huron does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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DEPARTMENT:	Administration	POSITION:	<b>Director of Operations</b>
POSTING DATE:	8:00 a.m., Monday September 20, 2021	LOCATION:	417 Main Street Huron, Ohio 44839
CLOSING DATE:	Until Filled (applications review will begin on October 20, 2021)	WORKING HOURS:	8am-5pm 40 hours/week
EFFECTIVE DATE:	As Soon As Possible	SALARY:	\$75,000 - \$100,000 /Year

## **JOB DESCRIPTION**

### **GENERAL PURPOSE:**

This position works at the direction of the City Manager, with input from the Finance Director, to provide highly responsive and complex administrative and technical support to all City departments – with the utmost goal of providing collaborative operational management to ensure the short- and long-term functionality of the City. This is a highly technical position largely responsible for assisting the City Manager, Finance Director, and department directors in the creation and implementation of the budget and capital plan in concert with the adopted goals and objectives of the City. This position is also directly charged with oversight and managing daily operations of Huron Public Power, facilities, information technology, communications, and capital

project coordination amongst departments. The position will also undertake additional various tasks and duties at the request of the City Manager to ensure efficient city management and responsiveness to the public.

### **SUPERVISION RECEIVED:**

The Director of Operations works under the direction and general guidance of the City Manager in support of all City departments and functions. At times, additional general direction and insight will be provided by the Finance Director.

### **SUPERVISION EXERCISED:**

This position is an extension of the City Manager's Office, and has authority designated to it by the City Manager. Coordinates tasks between the City Manager's Office and other departments as necessary. More directly, this position oversees the day-to-day operations of certain functions of the city including but not limited to Huron Public Power, facilities, information technology, communications, and coordination of all capital projects amongst various departments. The Director of Operations will also be involved in, tangentially, the annual budgeting process, collective bargaining unit negotiations/labor relations, and human resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### *Huron Public Power (HPP):*

- Responsible for the day-to-day operations of HPP and ensuring an adequate level of customer service to users of the municipal utility.
- Leads planning efforts to explore/carry out the expansion of HPP to broader sections of the community and additional customers to ensure the continued viability of the system.
- Coordinates with outside contractors, engineers, and designers to manage HPP expansion projects.
- Responsible for ensuring as-needed maintenance of the HPP system is carried out and serves as one of the main points of contact for any system outages or disruptions experienced.
- Works in concert with consultants and the Finance Department to complete annual capital planning for HPP.

#### *Information Technology (IT):*

- In partnership with the Information Technology Manager, this position is responsible for all IT needs of the city and related departments and staff.
- Responsible for IT needs or upgrades planned or related to all City owned infrastructure including but not limited to all City owned facilities, parks, power systems, lighting, radar signage or related piece of equipment.
- Undertakes annual IT needs analyses to determine where additional upgrades to the City's IT infrastructure are needed based on age of equipment and emerging trends in the IT field.

- Responsible to responding to and resolving, as quickly and economically sound as possible, IT issues and needs that arise affecting the productivity of staff and departments.
- Provide advice and recommendations on IT improvements that enhance the ability to City officials to interact and engage with residents, customers, constituents to address questions or concerns more efficiently.
- Works in concert with the Finance Department to complete annual capital planning for information technology.

Facilities:

- Responsible for planning for and managing all capital improvement projects (that are not considered maintenance-type projects) related to all City owned facilities including but not limited to the City Hall Complex (including administration, municipal court, police, and fire), Fire Station, Boat Basin, Water Plant, Service Complex and Parks and Recreational buildings.
- Takes lead in ensuring updated capital needs assessment are current for all City owned facilities.
- Manage the exploration and potential construction of a new joint service complex that will housing the streets, water distribution, parks and recreational functions and staff of the city including but not limited to site selection, site acquisition (if needed), facility design and planning, construction bidding, construction, and eventual logistics of moving the departments into the new facility.
- Manage, hand in hand with the water superintendent, exploration into expansion of the water plant and related infrastructure such as new water towers, underground infrastructure, pump stations, etc.
- Leads a space needs assessment and capital needs assessment of existing City Hall complex to determine functionality and efficiency of existing building and space to inform the decision-making process related to the long-term use of the City Hall complex.
- Works in concert with the Finance Department and relevant department heads to complete annual capital planning for all City owned facilities.

Communications:

- Responsible for ensuring adequate means and methods of technologically based communication between the City and stakeholders, residents, customers, etc.
- Although not responsible for content, this position will ensure a highly functioning website and social media platform for the City to interact and engage with stakeholders, residents, customers, etc.
- Investigate, and where applicable, implement upgrades to communication platforms with the goal of improving ease of use, clarity of presentation, and accessibility.
- In partnership with the Finance Department and relevant department heads, explore enhancements to communication platforms to aid stakeholders, residents and customers with electronic payments and utility bill viewing capabilities.
- Manage all forms of video and audio functionality for City related meetings including but not limited to City Council and all boards and commissions. The candidate is not expected

to be at all meetings, but to ensure meetings are being transmitted and recorded properly for adequate public viewing when applicable.

- Works in concert with the Finance Department to complete annual capital planning for any communications (and IT) upgrades needed.

#### Capital Projects:

- Oversee all cross-departmental capital projects to ensure clear communication and efficiencies along with dissemination of information to all parties involved. These projects can include, but are not limited to, utilities, streets, facilities, economic or community development, lighting, parks, and public spaces and those that cross jurisdictional boundaries.
- Serve as main point of contact, where applicable, for the city regarding project funders and for compliance reporting matters.
- Work in concert with the administration, Finance Department and all department heads to annually update the Capital Improvement Plan to prioritize capital projects and identify funding sources to realize each project and reduce/limit local contributions where possible.

#### Additional Responsibilities:

- Continuously reviews City codes and administrative policies and processes to make recommendations for revisions when needed.
- Assists the City Manager, Finance Director and department heads with annual budget preparation for ultimate submission and approval by City Council.
- Assists the City Manager in the annual employee review process.
- Participates, where applicable, in the recruitment and evaluation of potential candidates for employment with the city.
- Ensure compliance with state and federal laws, such as ADA, EEO, FMLA and OSHA and other applicable rules and legislative requirements in terms of the general operation and governance of the City.
- As needed, refers public inquiries or complaints to appropriate department head or employee and ensures matter is handled appropriately or resolved.
- Responsible to evaluate and highlight organizational needs of City departments through managerial review of policies and procedures and recommend and/or implement needed changes, including organizational makeup, staffing structure, standard operating procedures, and financial management strategies. Acts as a member of the City's collective bargaining team.
- Manage special projects assigned by City Council or the City Manager.
- Assists the City Manager with negotiations with outside agencies.
- Attends City Council and other public meetings to assist the City Manager.
- Performs other related work as required.

## **DESIRED MINIMUM QUALIFICATIONS:**

### Education and/or Experience:

- A. Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Engineering, Information Technology, Construction, Finance, or a related field is required.; and/or,
- B. Five (5) to seven (7) years supervisory experience in local government administration or related employment setting; and
- C. Preference for individuals who have managed projects in related fields and have managed teams.

### Necessary Knowledge and Abilities:

- A. Knowledge of:
  - a. Modern principles and practices of municipal government.
  - b. Methods and techniques of public administration research, analysis, and report preparation.
  - c. Principles and practices of municipal budget preparation and implementation.
  - d. Best practices for governmental IT infrastructure and methods for transmitting the work of government to residents, customers, and stakeholders.
  - e. Proper methods of procuring contracted services and the design, bidding and build process for various forms of City projects.
  - f. Pertinent federal, state, and local laws, codes, and regulations.
  - g. Principles and practices of program, policy, and procedure evaluation
  - h. Technological software, such as Microsoft Word, Excel, Publisher, and PowerPoint.
  
- B. Ability to:
  - a. Perform administrative duties using independent judgment.
  - b. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  - c. Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.
  - d. Manage a team across departments to complete various tasks.
  - e. Interpret extensive amounts and variety of technical and financial data.
  - f. Prepare and analyze fiscal and organizational reports, statements, and correspondence.
  - g. Observe and problem solve operational situations, technical policies, and procedures associated with City projects.
  - h. Handle potentially sensitive information.
  - i. Coordinate a variety of complex tasks and assignments simultaneously.
  - j. Communicate clearly and concisely, both orally and in writing.
  - k. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

**SELECTION GUIDELINES:**

The Director of Operations will be selected after a formal application procedure, education and experience rating, interview(s), and reference check. Job related tests may be required.

**APPROVAL:**

The duties listed above are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.

**This position will be posted until filled, with the first applications review taking place on October 20, 2021.**

# APPLICATION FOR EMPLOYMENT

CITY OF HURON ❖ 417 Main Street ❖ Huron, OH 44839  
(419) 433-5000 Fax (419) 433-5120



Full & Part Time – Positions

Return to: City Manager's Office

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

POSITION APPLIED FOR: \_\_\_\_\_

PLEASE PRINT:

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt City State Zip

Social Security #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mobile/Other: \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you ever submitted an application to the City of Huron? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Have you ever been employed by the City of Huron? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

If you are under 18, can you furnish a work permit? \_\_\_\_\_ Date available for work: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If Yes, please provide details: \_\_\_\_\_  
ANSWERING 'YES' DOES NOT AUTOMATICALLY BAR EMPLOYMENT Please use additional sheet if necessary

Are you able to meet all of the attendance requirements of this position? \_\_\_\_\_

Are you able to work overtime if necessary? \_\_\_\_\_ Will you travel if the position requires it? \_\_\_\_\_

Do you have any friends / relatives currently employed by the City of Huron? \_\_\_\_\_

If Yes, who? \_\_\_\_\_

Military Service or Veteran Status? \_\_\_\_\_ If yes, please provide branch of service, rank, and job duties:  
\_\_\_\_\_  
\_\_\_\_\_

Please explain why you would like to be considered for employment with the City of Huron Use additional sheets if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**RELEVANT EXPERIENCE** Please provide information regarding relevant experience to the position you are applying for. This includes, but is not limited to present/past employers, assignments, or volunteer activities. Use additional sheets if necessary.

FROM / TO \_\_\_\_\_ EMPLOYER/ORGANIZATION \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ADDRESS \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ FINAL RATE OF PAY: \_\_\_\_\_

FROM / TO \_\_\_\_\_ EMPLOYER/ORGANIZATION \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ADDRESS \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES \_\_\_\_\_

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FROM / TO \_\_\_\_\_ EMPLOYER/ORGANIZATION \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ADDRESS \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ FINAL RATE OF PAY: \_\_\_\_\_

**PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? IF YES, PLEASE EXPLAIN:**

\_\_\_\_\_  
\_\_\_\_\_

# SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform the essential functions in the appointment for which you are applying:

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# EDUCATIONAL BACKGROUND

Name and Location	# of years completed	Graduated?	Course of Study
HIGH SCHOOL:			
COLLEGE:			
OTHER:			

*Have you been provided with a written job description for the position which you are applying?*  Yes  No

*Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential duties, responsibilities, and functions of the job for which you have applied?*  Yes  No

# REFERENCES: Please provide at least 3 references who are not related to you. Use additional sheets if necessary.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

# APPLICANT STATEMENT AND SIGNATURE:

I certify that all information I have provided in order to apply for employment with the City of Huron is true, complete, and correct to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Huron and may be cause for rejection of this application, removal of my name from eligibility lists or discharge from City service. In addition, I give the City of Huron the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Huron in providing relevant, job related information that will assist in this process. I expressly authorize, without reservation, the City of Huron, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the City of Huron, its agents, members or representatives, for seeking, gathering, and using such information all other persons, corporations or organizations for furnishing such information about me.

My signature below acknowledges my understanding and agreement with the above.

I understand that an offer of employment is contingent upon the successful completion of a pre-employment physical and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that I am free to resign at any time and the City of Huron reserves the same right to request my resignation at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by the City of Huron at any time. I understand that no representative of the City of Huron is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT  
 I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant (required): \_\_\_\_\_ Date: \_\_\_\_\_

<b>THIS BOX FOR OFFICE USE ONLY:</b>  DATE REC'D: ___/___/___ by _____ INTERVIEW: (1) _____ (2) _____  START DATE: ___/___/___ WAGE: _____	Completed by: _____ Date: _____ History: _____
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