

# TOWN OF ABITA SPRINGS

## Job Description: Utility Manager

**Band: Supervisory**

### Job Purpose

The Utility Manger executes administrative work performing a variety of accounting and clerical tasks related to the Utility function of the Town; processes and records accounts and other technical accounting transactions, working in compliance with established procedures.

*Reports to: Town Clerk/Clerk of Court*

### Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

- Receive and process utility payments; prepare bank deposits; prepare daily/monthly specific utility reports including the Utility Balance Sheet, Adjustment Sheet, Service Report, Commercial Water Trip Log, etc.
- Assist the Maintenance Department by receiving work orders related to utility issues, track completed orders, assist with customer requests.
- Manage commercial water billing activities, to include meter reading..
- Manage Town Hall, Pavilion and Park Shelter rentals; schedules and collects deposits, prepares rental agreement, coordinates rental calendar.
- Manage Town Events calendar, responds to inquiries, serves as on-site coordinator for Town special events and liaison to Maintenance Department.
- Serve as Cashier for Town Court taking and recording citation payments; prepares FTA and DMV letters, forms, records and files related documents.
- Provide administrative back-up to other departments as needed.

### Job Qualifications

- High school diploma or GED equivalent, and 2-3 years of experience in utilities and accounting or combination of education and experience
- Basic accounting software knowledge and skill
- Microsoft Office proficiency
- Customer Service mindset

### Direct Reports

- Utility Clerk