city of Columbia Missouri

SEARCH FOR

ASSISTANT DIRECTOR

ELECTRIC UTILITY







Search conducted by: Next Move Group *We Are Jobs*

COLUMBIA, BOONE COUNTY, MISSOURI

Columbia serves as the county seat of Boone County and is centrally located along Interstate 70 between Kansas City and St. Louis. It is a growing city (128,555) with a strong economy rooted in education, research, healthcare, life sciences manufacturing, and high-tech industry. Eleven major cities are located within 500 miles of Columbia.



Vibrant College Town Atmosphere

Columbia is a lively college town that is home to several notable educational institutions, including the University of Missouri, Stephens College and Columbia College. These institutions contribute a variety of professional, educational, cultural and social opportunities.

Thriving Economy and Strong Job Market

Columbia's economy is driven by diverse industries, including healthcare, education, technology and research. Boone County boasts low unemployment rates and continued job growth with major employers, making it an attractive area for professionals across sectors.

Natural Beauty and Outdoor Recreation

Columbia is known for numerous outdoor recreational opportunities. These natural areas provide a serene environment that enriches the city's vibrant culture and adds to its appeal for outdoor enthusiasts.







MAJOR EMPLOYERS

Several major public and private employers anchor Columbia's diverse economy. The University of Missouri is the largest, providing thousands of jobs in education, healthcare, and research. MU Health Care and Boone Health also play significant roles in the health care sector, employing large numbers in medical and support services. Additionally, Veterans United Home Loans and Shelter Insurance are major private employers, contributing to the city's strong financial services sector. These and other organizations not only drive Columbia's economy but also attract skilled professionals, supporting regional growth and stability.

- University of Missouri
- MU Health Care
- Veterans United Home Loans
- Harry S. Truman Memorial Veterans' Hospital
- Boone Health
- Shelter Insurance Company
- City of Columbia
- Hubbell Power Systems, Inc.
- McLarty Auto Group: Joe Machens Dealerships
- EquipmentShare
- MBS Textbook Exchange
- Boone County Government
- 3M
- Kraft Heinz
- Quaker Oats Company
- Aurora Organic Dairy
- Central Bank of Boone County
- Columbia Orthopaedic Group
- Burrell Behavioral Health
- Midway USA
- Dana Light Axle Products
- Columbia College
- Watlow
- Swift
- Principe

SCHOOLS

Boone County schools are strong, routinely producing some of the largest numbers of Presidential Scholars and National Merit Scholars among Missouri public and private school districts.

Columbia Public Schools is the fourth-largest school district in the state. It includes 21 elementary schools, seven middle schools, four high schools, the Columbia Area Career Center, and an early childhood program.

BOONE COUNTY PUBLIC SCHOOLS

School	2023 Enrollment	Student-Classroom Teacher Ratio
Columbia Public Schools	18,203	17:1
Southern Boone Public Schools (Ashland)	1,941	16:1
Hallsville Public Schools	1,496	18:1
Centralia Public Schools	1,302	17:1
Harrisburg Public Schools	572	16:1
Sturgeon Public Schools	389*	13:1*

Source: DESE Missouri Comprehensive Data System









HIGHER EDUCATION

In addition to the University of Missouri's flagship campus, Columbia boasts private universities, satellite campuses, and many other higher education opportunities nearby.

- University of Missouri
- Columbia College
- Stephens College
- Ranken Technical College
- Moberly Area Community College
- Central Methodist University
- William Woods University
- Columbia Area Career Center

POST-SECONDARY EDUCATION OPPORTUNITIES WITHIN 50 MILES OF BOONE COUNTY

School	Enrollment
University of Missouri	31,041
Columbia College	12,080
Moberly Area Community College	5,202
Lincoln University	2,478
William Woods University	2,302
State Technical College of Missouri	1,471
Central Methodist University	1,148
Stephens College	756
Westminster College	717
Columbia Area Career Center	57

Source: National Center for Education Statistics



UNIVERSITY OF MISSOURI







Established Excellence:
Founded in 1839, the University of Missouri (Mizzou) is the first public university west of the Mississippi River and a flagship of the University of Missouri System.

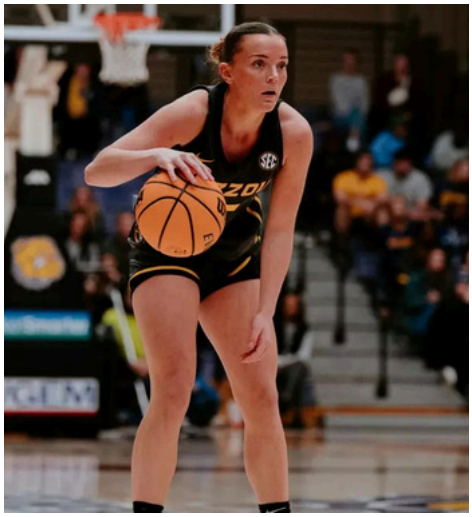
Research Powerhouse:
Mizzou is one of the nation's top research universities, housing the MU Research Reactor, the largest university-operated research reactor in the U.S.

Expansive Educational Opportunities:
The university offers more than 300 degree programs through 13 colleges and schools, and its strengths are in journalism, business, and health sciences.

Vibrant Campus Life:
Mizzou is known for its lively campus atmosphere and cultural scene, featuring over 600 student organizations and major SEC athletic teams.

Land-Grant University:
As a land-grant university, Mizzou combines education, research, and extension efforts to serve Missouri communities and beyond.

Global Impact:
Mizzou regularly welcomes students from over 100 countries, helping to foster a diverse and inclusive campus community.







HEALTH CARE

Columbia is home to University of Missouri Health Care, Boone Health and the Harry S. Truman Memorial Veterans' Hospital, which together provide comprehensive services from specialized treatments to routine care.

- Boone Health
- Burrell Health
- CenterPointe Hospital
- Columbia Orthopaedic Group
- Compass Health
- Harry S. Truman Memorial Veterans' Hospital
- Missouri Orthopaedic Institute
- Rusk Rehabilitation Hospital
- University of Missouri Health Care
- University of Missouri Children's Hospital



CITY OF COLUMBIA, MISSOURI

The City of Columbia is a charter city with a council-manager form of government. The Council establishes policy and law, and appoints a city manager who handles the day-to-day management of the City organization.

The City prides itself on being a full-service city for its residents. It has a total budget of $565M for Fiscal Year 2025, 19 departments, and over 1,600 full-time equivalent positions across all funds. There are currently five active labor unions, four of which have collective bargaining agreements. The City has a self-funded benefits plan.

City Mission

To serve the public equitably through democratic, transparent and efficient government.

City Core Values

Service, communication, continuous improvement, integrity, teamwork and equity.

City Vision

Columbia is the best place for everyone to live, work, learn and play.







THE POSITION

Assistant Director, Electric Utility, City of Columbia, Missouri

Position Summary

The purpose of this job is to assist the director of utilities by planning, directing and organizing daily operations of divisions within the Utilities department. Manages personnel, operations, customer service, facilities, capital improvements, maintenance and engineering functions.

THE POSITION

Assistant Director, Electric Utility, City of Columbia, Missouri

Essential Duties & Responsibilities

- Supports the director in the execution of department strategic plans, implementation of department-wide initiatives and direction of operational activities; coordinates major projects and continuous quality improvement activities.
- Supervises, manages and evaluates assigned employees and makes decisions about hiring, and discipline; prioritizes and assigns work; develops and oversees employee work schedules and approves time away from work; provides and/or facilitates employee training and development; addresses employee concerns and/or problems; counsels and/or disciplines as appropriate; completes employee performance appraisals; determines or makes recommendations regarding new hire salaries and salary changes; and acts as liaison between employees and management.
- Oversees division budgets. Assists in preparing annual operating and capital budgets and ensures fiscal accountability.
- Prepares memos, reports and presentations for City Council, advisory boards and task forces.
- Ensures accurate recordkeeping, reviews safety procedures and develops procedural changes.
- Establishes and implements customer service standards.
- Regular attendance is a necessary and essential function.
- Performs other duties as assigned.



THE POSITION

Assistant Director, Electric Utility, City of Columbia, Missouri

Supervisory Responsibilities

Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function, including making decisions on hiring, disciplinary actions, evaluating program/work objectives and effectiveness, conducting performance evaluations and realigning work and staffing assignments, as needed.

Human Collaboration and Job Impact

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on organization the department or unit objectives, the output of services or employee or public satisfaction.

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations and utilize resources to continuously improve customer satisfaction.
- Interactions have significant impact on the organization in terms of time, money or public/employee relations.

Fiscal Responsibility

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has moderate fiscal responsibility.
- May be responsible for manging division budget, billing, accounting of funds and/or handling and balancing of cash.



THE POSITION

Assistant Director, Electric Utility, City of Columbia, Missouri

Minimum Qualifications – An Equivalent Combination of Education, Training and Experience Will Be Considered

Education and Experience

- Bachelor's degree in engineering or a related field.
- 7-9 years of experience in utility operations, including prior supervisory experience. Experience in electric utility operations preferred.

Licenses or Certifications

- Professional Engineer (P.E.) license preferred.
- Valid driver's license.

Knowledge, Skills and Abilities Which May Be Representative But Not All-Inclusive of Those Commonly Associated with This Position

Knowledge of:

- Algebra, geometry, calculus and engineering formulas.
- Principles, practices and methods of municipal government.
- Relevant laws and regulations pertaining to electrical generation, transmission and distribution.
- Managerial best practices and methods.
- General office practices, administrative procedures and records management.



THE POSITION

Assistant Director, Electric Utility, City of Columbia, Missouri



Knowledge, Skills and Abilities Which May Be Representative But Not All-Inclusive of Those Commonly Associated with This Position

Skill in:

- Communicating verbally and in writing to meet the needs of the audience.
- Monitoring and assessing the performance of employees or organizations to make improvements or take corrective action.
- Collecting, organizing and analyzing complex and/or technical data.
- Developing and maintaining effective working relationships.

Ability to:

- Handle difficult and stressful situations with professional composure and maintain effective interpersonal relationships.
- Manage a budget and work within the constraints of that budget.
- Effectively plan and delegate the work of others and to train and/or supervise the work of others.
- Regularly use a computer, software, phone and related office equipment.
- Focus on tasks.

THE POSITION

Assistant Director, Electric Utility, City of Columbia, Missouri

Compensation

$106,506 to $164,019

with the midpoint salary being $135,263.
Attached is the 2025 benefit guide.

Residency

Residency in Columbia, Missouri, is preferred.

Background and Credit Checks

The finalists for the position will undergo background and credit checks that may include:

- Criminal Records
- Driving Records
- Education Completion
- Personality Profile Assessments



HOW TO APPLY

SUBMIT YOUR RESUME ELECTRONICALLY

POSITION OPEN UNTIL FILLED

TO APPLY, VISIT

jobs.thenextmovegroup.com/comoAssistantDirector
or email jobs@thenextmovegroup.com.

If you have questions, please reach out to
Ali Marie Watson at ali@thenextmovegroup.com.

city of Columbia Missouri

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