

**CITY OF GLENDALE**

**TITLE:** Utility Data Coordinator      **CLASS CODE:** 949  
**REPORTS TO:** Utilities Technology Manager      **GRADE:** 28  
**DEPARTMENT:** Utilities      **FLSA:** E  
**JOB DESCRIPTION DATE:** July 1, 2005 bwg

**JOB SUMMARY:**

This position performs a variety of analytical duties in the development, update, modification, operation and support for the data collection systems in the Utilities Department, which includes water treatment and distribution facilities, and wastewater treatment and collection facilities. Also, serves as the reporting compliance coordinator for Utility operations to ensure that regulatory requirements for monitoring, data collection, and reporting are met.

**ESSENTIAL FUNCTIONS:**

1. Maintains a database system that collects, reports, and archives all of the data required by the various regulatory agencies that govern the activities of the Utilities Department.
2. Develops the data input and reporting functions necessary for the operation and maintenance of the Utilities treatment, collection, and distribution divisions.
3. Monitors utility permits and ensures timely reporting to regulatory agencies.
4. Monitors changes to laws and regulations that may effect utility operations and prepares for appropriate data collection and reporting.
5. Compiles and analyzes a variety of data related to utilities and uses data to provide reports; makes recommendations for operational and procedural changes; provide information to contractors and consultants; and develop revenue, expense, and budget projections.
6. Integrates the data collection and reporting system into Glendale Information Management System (GLIMS).
7. Manages and maintains databases for Utilities.
8. Conducts field work and collects data related to utility operations, environmental monitoring, and project planning.
9. Resolves customer questions and complaints.
10. Provides training for the integrated information management system and all of the individual software components.
11. Assists in development and presentation of information to City Council, City Manager, Public Works, and other departments as needed.

**SECONDARY FUNCTIONS:**

1. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

Office practices, procedures, filing systems, record keeping, and equipment  
Principles, concepts, and theories of database management  
Engineering and scientific principles, practices and methods as applicable to utility systems  
The standard methods, principles, and practices of utility operations  
The state and federal rules, regulations, acts and statutes related to utility operations

**Ability to:**

Conduct research and compile comprehensive reports.  
Maintain confidentiality  
Communicate clearly and concisely, orally and in writing  
Operate a personal computer in a Windows environment including word processing, spreadsheets, databases, and Power Point programs

**WORKING CONDITIONS:**

Work is normally performed in a typical interior/office work environment.  
May require working during non-business hours.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree in environmental science, biology, chemistry, engineering or a related and two years professional experience in relational database creation, maintenance, and reporting.  
  
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.