



PUBLIC UTILITY DISTRICT NO. 1 OF
GRAYS HARBOR COUNTY, WASHINGTON
Job Description

POSITION TITLE:	General Manager		
PURPOSE OF POSITION:	Provides leadership and develops and implements strategic plans to ensure the District continues to be proactive and responsive to its customers, employees, and the public and conducts its business in accordance with sound financial management practices, contracts, policies and objectives established by the Board of Commissioners and in compliance with applicable laws and regulations.		
REPORTS TO:	The Board of Commissioners		
DEPARTMENT:	Administration		
SUPERVISES:	The Senior Leadership Team, usually those at the Director level		
SALARY LEVEL:	Set by the Board	FLSA:	Exempt

DUTIES AND RESPONSIBILITIES

District Administration and Oversight

- Oversee the daily operation of the District through District department heads.
- Develop and recommend to the Board of Commissioners short- and long-range plans, objectives, goals and estimated budgets to maintain adequate power supply, a sufficient physical plant, efficient operational methods, and sound fiscal management.
- Provide the leadership and management necessary to direct the District's operations to meet the mission, goals, objectives, policies, and budgets established by the Board of Commissioners.
- Provide leadership that encourages staff participation and engagement in carrying out the District's mission and purpose.
- Direct the establishment and maintenance of programs to ensure that statutes and governmental rules and regulations pertaining to or affecting District operations are followed, practiced, and enforced.
- Direct negotiation and administration of labor union contracts. Recommend changes for Board of Commissioners consideration and approval.
- Represent the District in the communities served by the District. Establish and maintain programs to ensure effective communication with District customers, employees, and the general public and respond appropriately to identified needs and expectations.
- Establish and maintain working relationships with multiple entities to represent and promote the needs and objectives of the District, to include appropriate officials at the local, county, state, and federal levels; other utilities; and industry and community-related organizations and associations.
- Hire, discharge, and ensure appropriate performance management of employees.
- Recommend to the Board of Commissioners compensation of employees and a scale of compensation to be paid for the different classes of service required by the District.
- Utilize appropriate delegation methods and ensure staff growth and development through training as necessary or appropriate. Guide and authorize opportunities or programs as appropriate to promote employee safety, training, and development.

Responsibilities to the Board of Commissioners (the Commission)

- Administer the policies set by the Commission and carry out its directives.
- Educate, or arrange for education of, commissioners on subjects of importance to the District, to include keeping the Commission fully advised of the financial condition and needs of the District.
- Prepare an annual estimate (budget) for the ensuing fiscal year of the probable expenses of the District, and recommend to the Commission what development work should be undertaken, and what extensions and additions, if any, should be made during the ensuing fiscal year, with an estimate of the costs of the development work, extensions and additions.
- Certify to the Commission all bills, allowances, and payrolls, including claims due contractors of public works.
- Provide the Commission with recommendations regarding rates, tariffs and service policies to provide revenues to meet the District's cost of operation, expansion and other expenditures to provide the highest level of service and reliability at the lowest practical cost.
- Perform other duties as assigned by the Commissioner or as necessary to meet the District's mission, goals, and objectives.

QUALIFICATIONS

Knowledge, Skills, and Abilities (KSAs)

- Ability to demonstrate knowledge and experience related to managing the preparation of annual budgets for capital improvements, operations, maintenance, and major system improvement projects.
- Ability to provide guidance and direct performance of key utility functions, including:
 - Engineering
 - Operations
 - Telecommunications
 - Computers and software
 - Fiscal management
 - Power supply and energy service
 - Marketing, customer service, and business development
 - Strategic planning
 - Short-range and long-range planning and performance measurements
 - Human resources and labor relations
 - Community relations
 - Government and regulatory affairs
- Knowledge and experience in labor relations and collective bargaining.
- Knowledge of and ability to direct operational improvements and conservation measures.
- Understanding of the contemporary issues in the utility/energy services industry, especially in the northwest.
- Effective interpersonal skills with the public/customers, employees at all levels of the utility, media, civic and business groups, industry organizations, government agencies, legislators, etc.
- Working knowledge of personal computers and information systems applications with the ability to become proficient in the use of systems and applications uses by the District.

Education and Experience

- Bachelor's degree in Engineering, Business or related field, advanced degree is preferred; and
- A minimum of five years management-level experience in the electric utility industry; OR
- A combination of equivalent education and experience.

Preferred Qualifications

- Experience working with Boards and elected officials.
- Outgoing person, skilled in community and public affairs.
- Honest, fair, trustworthy, and ethical; sensitive to the needs of people.
- Skilled professional with natural leadership qualities and abilities to enable and empower employees to accomplish the District's goals and objectives through individual and team performance.
- Decisive, community-minded visionary and strategic thinker.
- Humbly assertive.
- Diverse, progressive and effective experience in the developing, managing, directing, and leading of human and material resources in utilities.

Other Requirements

- Must possess a valid Washington State driver's license and qualify for the District's auto liability insurance.
- Ability to communicate, interface, and present information effectively with all levels of District employees, the Board of Commissioners, and members of the public.
- Highly effective writing and speaking skills are required.

WORKING CONDITIONS

- Duties are performed in an office environment and field locations, during daylight hours and at night. Field locations may expose the incumbent to varying weather conditions, including temperature extremes, various types of terrain, and energized equipment.
- This position requires local, regional, and national travel.
- The individual may be exposed to hazards associated with construction and other job sites.
- Pressure and stress arise through the interaction with the media, between departments, Commission expectations, customer expectations, deadlines, and decision ramifications. The General Manager is expected to be a role model of District Core Values and lead by example.

PHYSICAL ACTIVITIES

- Hand-eye coordination is necessary to operate personal computers, various office equipment, and motor vehicles.
- Operation of a motor vehicle occurs on various road conditions, including hazardous situations due to weather conditions.
- Individual may lift boxes and other materials associated with office work, not to exceed fifteen (15) pounds (non-essential).
- The incumbent frequently uses a cellular phone.