



June 1, 2014

CHIEF EXECUTIVE OFFICER / GENERAL MANAGER

DEPARTMENT: General Manager

GRADE: 27
JOB CODE: 20000001

POSITION STATUS: Exempt
Non-Union

SUPERVISES: Leadership Team
Government Relations Director
Employee Resources Director
Communications/Mrktng Director
Senior Manager
Executive Liaison

REPORTS TO: Board of Commissioners

JOB DEFINITION:

The CEO/General Manager is responsible for the effective and efficient administration of the District within the guidelines established by the policy goals and objectives set by the Board of Commissioners. The CEO/General Manager is also responsible for the development and supervision of the administrative organization, including structure and function.

ESSENTIAL JOB FUNCTIONS:

Represents, manages and directs the District's operations consistent with its goals and objectives, policies, and budgets established by the Commission.

Identifies key organizational issues and/or policies that need immediate attention and presents plans to the Commission to deal with such issues.

Develops and implements plans to ensure an effective working relationship with the Board of Commissioners, their representatives and the general employee population. Establishes and documents policies that will ensure and foster open communication with ratepayers and employees.

Coaches and manages executive staff.

Evaluates the organizational structure and proposes reorganization measures to assist in meeting operational goals and objectives.

Ensures that statutes and governmental rules and regulations pertaining to or affecting District operations are enforced.

Directs the preparation of annual budget estimates. Recommends to the Commission both operational and developmental short and long-range plans.

Recommends to the Commission rates, tariffs and service policies that will ensure fiscal soundness of the District.

Recommends to the Commission a scale of salaries and wages to be paid for the different jobs required by the District.

OTHER JOB FUNCTIONS:

Performs other duties as may be directed by the Commission.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Public sector organization with direct accountability to the community.
- Community relations/information programs.
- Governing/policy setting board such as a Board of Commissioners, City Council, or other elected officials who take an active policy role.
- Issues/problems facing the public utility industry.
- Communication and Leadership techniques.

Ability to:

- Develop and maintain collaborative relationships within and outside the District.
- Balance risk/innovation with sound business/operational practices to produce excellent results.
- Lead a dynamic and complex organization similar in size to the District with a technically oriented work force where operational decisions and planning are based on an analysis of technical alternatives and long-range cost impacts.
- Resolve conflict in a complex organization with sensitivity to political dynamics.
- Deal with complex legal/jurisdictional issues and legal contracts.
- Implement strong employee development programs.
- Differentiate between political/policy issues and operational/administrative issues.
- Deal with strong labor representation.

These abilities and knowledge are usually obtained through:

Experience/Education:

- Technical and Leadership training plus progressively more responsible work experience sufficient to acquire the skills necessary to perform the duties and responsibilities of this position.
- Bachelor's Degree in Business/Public Administration.

License or Certification:

- Valid Washington State Driver's License.

PREFERRED QUALIFICATIONS:

A Master's Degree in Business Administration or Public Administration.

WORKING CONDITIONS:

- Duties are performed in an office environment.
- Travel to business meetings is required.
- This position serves at the will of the Commission.