



Director, Commission & Executive Services

Job Code	20000852	Job Family	Executive Leadership	Leader	
Department	Clerk of the Board	Reports to	GM/CEO	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	3074		
Last Updated	8/29/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Manages and leads various executive programs and activities in support of the Board of Commissioners and CEO/General Manager ensuring compliance with Federal, State, and Local laws and regulations, District Directives and Board Governance Policies. Serves as liaison for the Board of Commissioners with the CEO/General Manager, Executive Leadership Team and other District staff. Identifies and monitors critical issues, coordinates executive activities and makes recommendations to the CEO/General Manager and Executive Leadership Team.

Accountabilities

Accountability #1

Achieve the highest level of employee and community trust in how the District manages governance and oversight of the District by interpreting the District's Strategic vision while managing programs in compliance with the governance model adopted by the Board of Commissioners, provides timely communication between the CEO/General Manager and the Board, interprets corporate business and strategic plan schedules in support of Board planning calendars, agendas and related activities, ensures planning calendar is current, while overseeing the accurate and timely preparation of Board agendas, resolutions, minutes, and related materials, manages the efficient and orderly conduct of business and special meetings, workshops, citizen and advisory workshops, interprets and communicates requests from the Board and individual commissioners for information, research, reports, special studies, policy development, and other related matters, and works with internal and external resources to ensure responses are timely and thorough, and similar responsibilities.

Accountability #2

Demonstrate powerful partnership that serves as a valuable resource for our leaders, stakeholders and customers by providing professional support to aid the Board and individual commissioners in the conduct of their commission responsibilities and ensures the Commission office and CEO/General Manager's office provides courteous, prompt, and efficient service, in consultation with the CEO/General Manager prioritizes tasks and action items; delivers recommendations and solutions; takes independent action to ensure timely response, provides counsel and guidance to the CEO/General Manager, ELT and staff to ensure items on the Board's business agenda comply with the adopted Governance Policies, applicable RCW and other regulations and are presented in form and content to aid the Board's deliberations, and similar responsibilities.

Accountability #3

Achieve the highest level of employee and community trust in how the District leads, manages and governs by focusing on ensuring the Board of Commissioners and the CEO/General Manager are informed of the status, progress, and activities for areas of concern, effectively consulting with CEO/General

Manager during the Board's public meetings to ensure Board direction to and expectations of the CEO/General Manager are clear, represents the Board of Commissioners and the CEO/General Manager in support of District functions, special projects, and initiatives as directed by the CEO/General Manager, supports the CEO/General Manager in ensuring the Board policies are carried out and Executive Limitations are followed, and similar responsibilities.

Accountability #4

Increase the public's confidence in the quality of the District's management by maintaining of correspondence and reports; gathers data in preparation for meetings, projects, and agendas; handles schedules, plans travel, maintains documentation and filing, and participates in executive management team strategy development, works with records management to ensure policies, and procedures comply with applicable legal requirements and District directives, including applicable record keeping and retrieval, acts as a liaison between the CEO/General Manager's Office and the office of the Commissioners, ELT and other staff by coordinating the timely flow of communication and content of information, and similar responsibilities.

Accountability #5

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #6

As directed by the CEO/General Manager demonstrate continual improvement that delivers outstanding value to our customers by researching, recommending and formulating policy and program recommendations which support the District's mission, coordinates and serves as a liaison between the CEO/General Manager's Office and the ELT, Commission Office and/or staff in the development of policy statements, which address topics impacting the District, reviews items and makes recommendations to the CEO/General Manager for placement on the Commission agenda and the General Manager's Briefing and Study Session, and similar responsibilities.

Accountability #7

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #8

Create a DEI culture by supporting the initiative as a strategic thought partner to execute the initiative and

collaborate closely with stakeholders to implement and manage specific activities within the DEI strategic plan, support annual work plan development and execution. In collaboration with DEI consultant, CEO/General Manager, and the Executive Leadership team, develop new strategic activities and initiatives as needed. Acts as a liaison between District staff and the consultant, collecting feedback, participating in work planning, and monitoring of activities. Draft, format, and proof reports, toolkits, presentations, District articles and other communications mechanisms.

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor’s Degree in Business, Public Administration, or related field, AND
Six (6) years of progressive experience in an executive environment;

OR

Ten (10) years of progressive experience in an executive environment.

Preferred Education and Experience:

Electric Utility experience
Public utility or multi-jurisdictional municipality experience

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Master Municipal Clerk (MMC) designation

Preferred License(s) and/or Certification(s):

Valid Washington State Driver License

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

- Effectively perform and coordinate complex matters in an executive level environment
- Provide all services necessary to ensure and deliver effective and professional support to a publicly elected board
- Communicate and work effectively with customers, outside governmental and industry agencies, and other external entities
- Analyze complex issues and provide recommendations
- Use independent and discretionary judgement
- Manage and maintain highly confidential and sensitive information
- Effectively handle simultaneous assignments to meet critical timelines
- Establish and prioritize work projects, assignments, functions, etc. and operate effectively under stressful conditions
- Think critically and strategically
- Foster creativity in solving problems
- Provide clear expectations and direction, and a willingness to make difficult and challenging recommendations/decisions
- Identify, interpret and execute applicable laws, regulations and District Directives
- Maintain accurate records management and retrieval systems in compliance with applicable laws
- Be persuasive and professional in verbal and written communications with multiple constituencies including employees, customers, stakeholders, and outside agencies
- Work effectively with customers and with all levels in the organization and outside agencies
- Coordinate complex matters involving many parties
- Proactively support and follow corporate strategic objectives and priorities
- Build and maintain positive relationships characterized by trust and respect
- Communicate information accurately and timely
- Provide staff regular feedback focused on professional behaviors and work product
- Openly receive feedback from staff
- Build bridges and work effectively and collaboratively throughout the organization
- Create opportunities to provide employees with decision making opportunities

Support and engage in continuous improvement opportunities

Preferred Skills and Abilities:

Principles of corporate business administration
Strategic business goals planning and monitoring
Effective written and oral communications
Negotiation/resolution techniques
Computer functions and related systems
Analytical techniques, interpreting statistical data and trends
Appropriate handling of highly confidential and sensitive information
Supervisory and participatory management and leadership techniques
Management theories and practices, including employee involvement and empowerment techniques
Ways to work in and foster a collaborative team atmosphere
Customer relations techniques
Project management theories and techniques
Financial planning and business budgets
Contract development and administration
Concepts of a safe work environment
Business related laws and regulations
Records and information management concepts
Legal oversight and court rules

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Executive Leadership Team level.

Authenticity
Building Customer Relationships
Building Self-Insight
Business Savvy
Coaching and Developing Others
Compelling Communication
Courage
Creating a Culture of Trust
Creating an Inclusive Environment
Cultivating Networks and Partnerships
Driving Execution

Emotional Intelligence Essentials
 Energizing the Organization
 Establishing Strategic Direction
 Executive Presence
 Financial Acumen
 Inspiring Excellence
 Leading Change
 Optimizing Diversity
 Personal Growth Orientation
 Positive Approach
 Sharing Responsibility (Delegating)
 Strategic Influence

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)

Use color vision	Occasional (11-33%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Lift/carry/push 25 lbs.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Constant (67-100%)
Work alone	Occasional (11-33%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Constant (67-100%)

Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Seldom (1-10%)

Organization

	Frequency
Plan own work activities	Occasional (11-33%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Frequent (34-66%)

Resilience

	Frequency
Work under pressure	Occasional (11-33%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
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Exposure to weather	Never
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Wet and/or humidity	Never
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Atmospheric conditions	Never
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Confined/restricted working environment	Never
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Vibratory Tasks – High	Never
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Vibratory Tasks – Low	Never
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Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
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Exposure to Heights	Never
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Exposure to Electricity	Never
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Exposure to Toxic or Caustic Chemicals	Never
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Working with Explosives	Never
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Exposure to Radiant Energy	Never
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Extreme Cold	Never
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Extreme Hot	Never
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Proximity to Moving Mechanical Parts	Never
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Noise Intensity	Never
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Exposure to animals	Never
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Working with angry customers	Occasional (11-33%)
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Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.