

## GENERAL MANAGER

Function: Administration

### DESCRIPTION OF WORK:

With the advice and consent of the Nebraska City Utilities Board of Public Works (BOPW), this position determines the overall objectives, policies and programs of the Nebraska City Utilities.

### EXAMPLES OF WORK:

#### Essential Functions

Plans, organizes, directs and administers the budgets and programs of the utility operation. Negotiates contracts for power supply capacity and transmission, natural gas supply and transportation. Represents the BOPW on various utility industry boards and committees. Determines the operational procedures of the utility operation in accordance with a general plan approved by the BOPW. Maintains good working relations with other utilities' operations. Fosters and directs the planning of overall public relations programs with consumers, civic groups and other communities. Tracks the sufficiency of rates for all utilities and coordinates cost of service and rate studies with outside rate consultants. Is the spokesperson for the BOPW during major service-related interruptions or disasters. Organizes and assists the Chairperson with conducting BOPW meetings. Attends City Council meetings and is the liaison for the BOPW.

Develops, maintains, and motivates a well-qualified group of employees. Ensures that each department's functional area works at maximum efficiency. Assesses the effectiveness of department heads. Plans and gives approval for overall employee training programs and sees that effective safety and job training programs are maintained. Selects, appoints, and terminates employment of staff members in accordance with approved personnel and organization policies. Recommends to the BOPW, and obtains approval of, an overall systematic wage/benefit plan for employees. Ensures that a periodic employee performance review system is available to all employees.

Is responsible for furthering improvements in the utility's operations and expanding such services throughout the service area. Directs research studies in continuity of service and development of new equipment/trends. Works with appropriate personnel to develop the annual work plan in terms of construction, revision, equipment replacement, scheduled maintenance, etc. Directs, in partnership with the staff accountant and department heads, the planning, development and preparation of the utility's overall annual budget. Implements annual budget controls.

#### Non-Essential Functions

Performs related work as required and other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of management principles, accounting, utility operations, long-range strategic planning techniques and budget administration. Skill in writing program directives. Ability to analyze and interpret information to keep the Board and staff informed on matters that will lead to the increase in worker productivity and satisfaction. Assist employees in solving work-related problems. Implement the system's policies and procedures. Maintain employee morale and employee relations. Ability to communicate effectively with coworkers, the public, the Board of Public Works and City Council. Must be comfortable speaking in a public setting.

## TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the applicant to possess the required knowledge, skills, and abilities to perform the required tasks. A person appointed to this position should have worked in an increasingly responsible supervisory capacity (utility preferred) for at least ten (10) years. A bachelor's degree in finance, business management, business administration, accounting or engineering preferred.

## WORKING CONDITIONS:

Work performed by this position may be performed both indoors and outdoors thus, inclement weather may be encountered. Normal work week is 40 hours but call back to duty may be experienced to respond to emergencies or an extended workday requirement. Meetings before and after the normal workday are to be expected. Occasional out-of-town travel and overnight stays may take place.

## REQUIRED TESTING:

Applicant must submit to drug testing prior to employment, and all testing, thereafter, as required according to the Nebraska City Utilities' Substance Abuse/Drug Free Workplace Policy. All testing will be approved by the Nebraska City Utilities and administered by an approved contracted firm of the Nebraska City Utilities.

Applicant will be required to hold and maintain a valid driver's license.

Applicant will be required to obtain CPR certification and AED training.

Applicant will be required to establish residency within the city limits of Nebraska City.