LYNDONVILLE ELECTRIC DEPARTMENT
JOB DESCRIPTION

Position Title: General Manager **Department:** Management

Reports To: Board of Trustees **Date:** July 19, 2016

GENERAL SUMMARY:

The General Manager is responsible for managing and directing the day-to-day operations of the Lyndonville Electric Department (LED) under the authority and policies of the Board. The General Manager also develops short and long-term strategies to ensure that the Department effectively serves its electric customers/ratepayers.

ESSENTIAL JOB FUNCTIONS:

- Manages the development and presentation of the annual budgets for both the department as a whole and for specific projects. Authorizes and establishes criteria for expenditures; monitors and controls expenses and revenue generation; insures the fiscal integrity of the department through effective financial management and planning. Communicates on a regular basis with the Board on all financial aspects of the department.

- Interacts with financial advisors, investment bankers, and other professionals on matters relating to authority and/or member system financings, credit ratings or other financial matters. Monitors with appropriate oversight the work of all those professionals engaged by the department.

- Makes recommendations to the Board regarding the development of the department's strategic objectives, plans, and goals including a range of new approaches, programs, policies, and procedures designed to support these. Establishes and maintains all aspects of cybersecurity required.

- Manages the Department's staff and Union work force and maintains a climate that attracts, retains, and motivates top quality employees. Provides for selection, training, and development of both staff and union work force. Makes recommendations regarding compensation, promotion, transfer, or dismissal as appropriate in accordance with the department's policies and procedures. Oversees the department's safety programs and the accuracy of employees' records.

- Develops the department's standards of performance and assesses performance to ensure attainment of operational and financial objectives. Participates in department head meetings and attends such other meetings as requested. Recommends appropriate ethics policies and procedures for adoption by the department, and establishes a culture in which those policies are respected and adhered to.

- Maintains strong relations with and the respect of the state of Vermont's regional and federal regulators as well as other industry participants and organizations. Oversees the

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department's regulatory participation on the state, regional and national levels, including but not limited to those with Vermont regulatory agencies, ISO-New England and the Federal Energy Regulatory Commission.

- At the discretion of the Board, may be appointed to serve on the VPPSA Board of Directors and/or other industry-related Boards of Directors. Any compensation received from such directorships, and any other compensation received from director's fees, lectures, writing, consultative work or otherwise arising from or related to his or her position as General Manager shall belong to the Department.

- Manages the department's interests in the assets of the VPPSA and works to maximize the value of those assets for the benefit of the department and its ratepayers/customers.

- Performs other related duties as required.

Education/Experience:

Bachelor's Degree preferred and seven years of progressively responsible related experience, or equivalent combination of education and experience in a public utility or comparable environment.
Recent industry experience, including working knowledge of wholesale power, detailed knowledge of the electric industry, Vermont utility regulation FERC, ISO-New England and NEPOOL.

Knowledge:

Business administration, power supply, financial principles, electric utilities operations and human resources management

Leadership, planning, supervisory, communication and organizational skills.

Evolving trends and practices of the electric industry, including alternative power generation, smart grid concepts and energy efficiency.

Understanding of utility power supply products and markets.

Knowledge of bond markets and credit rating factors and methodologies

Abilities:

Ability to resolve technical and complex administrative problems and to develop relevant alternatives and recommendations.

Ability to be decisive, handle multiple tasks, and be detail oriented while working with a wide variety of people.

Ability to recognize organizational priorities and work cooperatively to support their accomplishment.

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Ability to read and understand financial statements..

Ability to communicate effectively both verbally and in writing; to establish positive public relations; and to interact effectively with a wide variety of people.

Ability and willingness to make effective public presentations in a wide variety of forums.

SUPERVISORY RESPONSIBILITY:

Accountable directly or indirectly through subordinate managers for all Department staff. Carries out supervisory responsibilities in accordance with Department policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Frequent interruptions to assist staff and respond to member and regulatory concerns.

Regularly uses computer keyboards, telephones, and other office equipment requiring eye-hand coordination and finger dexterity.

Some national travel to attend relevant meetings and conferences as appropriate to advance and protect the interests of the Authority and its member systems.

Regional travel to attend NEPOOL, ISO-New England related and/or other regional meetings on approximately a monthly basis, and interstate travel centered primarily around interaction with member systems.

POSITION CLASSIFICATION:

This executive position is an ***Exempt*** position under the FLSA.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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Approval Date

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This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Revised: 7-19-16

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