

Public Utility District No. 1 of Whatcom County July 21, 2021  
Title: General Manager

### Job Summary

The General Manager manages the operation of the District in accordance with the priorities, policies, and general direction of the Commission; ensures conformance with applicable local, state and federal laws and regulations; and recommends strategies and plans to accomplish the mission and vision of the District.

### Reporting Relationships

Performs duties under the general supervision of the Commission when acting as a body of the whole and consistent with adopted policies and processes. The General Manager serves at the pleasure of the Commission. This position supervises District staff consistent with the organizational reporting structure.

### Essential Job Functions

- Leads, hires, develops, evaluates, and retains a professional and technical staff, especially to retain the 'best of the best' in key staff positions.
- Keeps the Commission apprised of the District's progress, opportunities and challenges in the community and industry.
- Makes policy, financial, and technical recommendations to the Commission.
- Develops and recommends District budget to Commission and manages District budget, identify areas in which reductions can be made, and adjusts operating budget during budget cycle within guidelines set by Commission.
- Represents the District in a variety of forums.
- Administers contracts and agreements that have been entered into by the District.
- Oversees the District's compliance with regulations, statutes, and best management practices governing the operation of public utility districts.
- Performs other duties as assigned by the Commission.

### Core Competencies

1. Personal and Professional Integrity:  
Be an example to the organization by behaving ethically. Ensure the decision-making process shows integrity, honesty, and openness.
2. Community Engagement  
Seek diverse viewpoints when making policy. Encourage robust but civil community involvement. Engage with key community stakeholders.
3. Equity and Inclusion  
Create an environment of involvement, respect and connection of diverse ideas, backgrounds and talent throughout the organization and community.
4. Staff Effectiveness  
Be responsible for the development, performance, and success of the organization's employees. Encourage collaboration, experimentation, and excellence. Coach, mentor, and delegate responsibility to employees to help them reach their potential.
5. Personal Resiliency and Development  
Demonstrate a commitment to a balanced life through ongoing self-renewal and development to increase personal capacity.
6. Strategic Leadership

Define and communicate a vision and leverage all resources and tools to achieve it. Encourage initiative and risk-taking. Consistently examine methods and new business trends with the air of continuous improvement.

7. Strategic Planning

Keep the organization focused on the core mission. Incorporate the organization's value into a strategic plan. Set goals, key strategic objectives, and indicators, and use data and performance benchmarks to assess the results.

8. Policy Facilitation and Implementation

Engage with community stakeholders to create and execute policies that achieve common goals and objectives. Help the Board develop a policy agenda that can be implemented effectively and that serves the communities best interests.

9. Community and Resident Service

Discern community needs and provide responsive, equitable services. Use different data collection methods, technology, and communications methods to make the community aware of available services.

10. Service Delivery

Apply quality standards to service delivery. Anticipate external factors that could affect service delivery and have contingency plans in place. Keep managers and staff accountable for measuring performance.

11. Technological Literacy

Demonstrate an understanding of information technology and ensure that it is incorporated appropriately in service delivery, information sharing and public access.

12. Financial Management and Budgeting

Implement long-term financial analysis and planning that reflect the District's values and priorities; prepare and administer the budget. Engage employees across the organization in strategic planning, budget development and ongoing budget management. Measure performance and assess result of spending

13. Human Resource Management and Workforce Engagement

Ensure that the policies and procedures of the organization are applied consistently and fairly; motivate and engage the workforce to its highest potential. Encourage employee's personal growth provide professional and leadership development opportunities for staff. Align the organization's human capital with the strategic objectives of the Board.

14. Communication and Information Sharing

Facilitate the flow of ideas, information and understanding. Build a culture of transparency in the organization that facilitate effective information sharing. Maintain poise and composure while presenting in emotionally charged and crisis situations.

Minimum Qualifications

- Any equivalent combination of minimum education and experience which provides the applicant with the knowledge, skills, and abilities to be successful at the job.
- A bachelor's degree from an accredited four-year college or university in technical studies, public or business administration.
- Ten (10) years of senior, relevant supervisory and management experience in a private firm or public agency.
- Sufficient experience or familiarity with the Northwest power supply and transmission issues.

### License or Certification

- Washington State Driver's License

### Working Conditions

- Work is generally conducted in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required by this position.
- The successful candidate must be able to attend evening and out of town meetings. The work environment is occasionally stressful due to project deadlines and multiple requests.