

CITY OF OBERLIN JOB DESCRIPTION
OMLPS DIRECTOR

Title:	OMLPS Director	Department:	OMLPS/Electric Department
Supervisor:	City Manager	Positions Supervised:	Superintendents, technical and administrative staff
Civil Service Status:	Unclassified	Exemption Category:	Administrative
FLSA Status:	Exempt	Pay Grade:	7
Bargaining Unit:	N/A	Schedule:	Regular business hours, some evenings and weekend hours, as needed.

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Plans, directs and oversees all engineering, financial, administrative and management functions of the Municipal Light and Power System.

Coordinates assigned activities with the City Manager, other City departments and outside agencies and to provide administrative support to the City Manager. Must lead by example demonstrating a high degree of honesty, integrity, and professionalism and must be committed to excellent service.

The OMLPS Director shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The OMLPS Director shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The OMLPS Director shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

While the OMLPS Director consults with the City Manager on issues relating to policy and planning, he/she works independently in supervising the overall technical operations. The OMLPS Director also serves as a member of the City Management Staff.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Requires a Bachelor's Degree in Electrical Engineering, Public Administration or related field and must have at least five (5) years hands-on experience in generation, transmission and distribution system operations, including extensive planning, personnel management, and financial experience; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the primary job duties. The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the City Manager. Supervises all assigned full and part-time departmental personnel.

Primary Job Duties: *(Essential functions are identified by an "*" ; percentages indicated estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments)*

Administrative (70%)

- Perform complex administrative work in supervising and directing the operation of the municipal electric department in all phases of planning, engineering, financing and personnel management.*
- Direct, coordinate and review the work plan for the department; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.*
- Oversee and direct the development and implementation of goals, objectives, policies and priorities for the department, identify resource needs; recommend and implement policies and procedures.*
- Exercise overall responsibility for municipal electric system improvement and expansion from conceptual design to completion stage.*
- Oversee the coordination and management of preventative/scheduled maintenance requirements for department.
- Oversee the preparation, review and finalization of bid documents and specifications for major projects and services.*
- Oversee the preparation, review and finalization of grant application packages for various funding assistance opportunities related to the electric department.*
- Prepare, present and implement the departmental operations and capital improvement budgets, monitor monthly and annual financial reports, and recommend adjustments as necessary.*
- Direct the maintenance and security of all records and materials associated with department.*
- Ensure regulatory compliance with environmental and safety laws and regulations.
- Responsible for preparing and presenting reports to the City Manager and City Council, including reviewing agenda material with the City Manager and attending City Council meetings, public hearings, and related proceedings to represent the OMLPS on departmental activities, major developments, and energy trends.*
- Coordinates OMLPS programs, services, and administrative matters with the City Manager, including attending meetings with administrative staff and keeping the City Manager informed of key needs, issues, and support requirements.*
- Perform public relations duties including meetings with customers and contractors to discuss billing and service related issues, interact with media and civic organizations, and promote goodwill.
- Maintain relationships with professional associations and other agencies, boards, commissions,

- committees and organizations to further departmental objectives.
- Maintain availability at all times to provide advice or to otherwise address emergencies.
- Perform other related duties as assigned.

Operations (15%)

- Perform load projections to various time scales and develop short, medium and long term goals for the department, including strategies for generation, transmission, operation and wholesale power supplies.
- Perform periodic rate reviews and recommend adjustments as necessary.
- Perform monthly electric rate calculations for utility billing.
- Responsible for the negotiation and procurement of economic fuel and natural gas supplies.
- Oversee and manage all contractual arrangements and environmental requirements associated with operation of the City’s generation plant facility

Supervision (15%)

- Delegate work assignments, projects, and programs; monitor work flow; and review and evaluate work products, methods and procedures.*
- Responsible for continuous assessing and training of OMLPS personnel
- Assist with all major employment actions, including recruiting, hiring, transfer, evaluation, promotion, appointment, termination, discipline and recognition of personnel.*
- Diligently inquire into all complaints of employee misconduct
- Administer and assist in the negotiation of formal agreements with IBEW collective bargaining unit and process grievances and other employee relation matters.*

Required Knowledge, Skills and Abilities:

Knowledge of:

- Contemporary principles and practices for municipal light and power system administration, including leadership ability and strategic planning experience.
- Municipal operations, finance and services, and local government practices and procedures including public sector procurement procedures.
- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, and organizational structures,
- Principles and processes necessary to accomplish organizational change
- Principles, practices and procedures of modern methods of municipal light and power system service delivery.
- Principles and practices of public administration and personnel management
- Federal, state, and local laws, codes, regulations, and standards governing the delivery of municipal light and power system department services.
- Budget planning, development, and monitoring practices.

Ability to:

- Supervise, train, and develop employees effectively.
- Develop departmental goals and monitor employees’ progress to these goals.
- Plan, organize, direct, and coordinate municipal light and power system department operations, and motivate organizational units to meet departmental objectives.
- Lead by example demonstrating a high degree of honesty, integrity, and professionalism and must be committed to excellent service.

- Direct the collection, interpretation, and evaluation of data and development of sound solutions to technical and administrative municipal light and power system problems.
- Interpret complex regulations, laws, and guidelines governing the delivery of municipal light and power system department services
- Ability to establish and maintain effective work relationships with supervisor, co-workers, City officials, representatives of private/public entities in the community or other agencies, as well as citizen groups and individuals.
- Prepare and administer a municipal department budget.
- Communicate effectively through oral presentations, written reports, and discussions with executive level staff, and other Federal, State, and local agencies, departments, groups, and individuals.
- Maintain composure and work effectively under emergency situations and deadlines.
- Ability to coordinate, inter-departmental programs and procedures.
- Ability to multi-task and perform with evolving priorities.
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Ability to communicate and demonstrate support and stewardship for the City's mission, vision and values.

Licenses and/or Certifications:

- Valid Ohio driver's license

Work Environment:

This position works primarily in an office setting, but exposure to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required while performing essential and secondary functions of the position. Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours.