

MEETING NOTICE

A SPECIAL MEETING

Of The

TRAVERSE CITY LIGHT AND POWER BOARD

Will Be Held On

FRIDAY, October 26, 2012

At

5:15 p.m.

In The

COMMISSION CHAMBERS

(2nd Floor Governmental Center)

400 Boardman Avenue

Traverse City Light and Power will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon notice to Traverse City Light and Power. Individuals with disabilities requiring auxiliary aids or services should contact the Light and Power Department by writing or calling the following.

AGENDA

Pledge of Allegiance

Roll Call

1. Discussion and Board Action concerning an interim Executive Director.
2. Discussion and possible Board Action concerning the search for a permanent Executive Director.
3. Discussion and possible Board Action concerning a Board Improvement Initiative.
4. Discussion and possible Board Action concerning critical projects, contracts or other operational matters identified by Staff, which may require special attention by the Board and/or Staff.

Traverse City Light and Power
1131 Hastings Street
Traverse City, MI 49686
(231) 922-4942

Posting Date: 10-25-12
10:00 a.m.

TRAVERSE CITY LIGHT AND POWER JOB DESCRIPTION

TITLE: INTERIM EXECUTIVE DIRECTOR

The City Charter mandates basic duties of the Executive Director. Many of these are contained in Charter Sections 178 and 179.

General Summary:

Provide interim leadership for the Light and Power Department that provides stability to the operations with an ongoing focus in maintaining assures: the highest level of satisfaction and competitive rates for customers, a safe productive and motivated staff, the short-term ~~and long-term~~ strategic direction, a positive and cooperative relationship with all Light and Power stakeholders, and sound management of both human and fiscal resources.

Typical Duties:

1. ~~Maintain~~Create an organizational climate that enables the Utility staff to be productive, motivated, and to work safely and cooperatively.
2. Assist the Board in carrying out its duties to establish policies that lead to excellence in: customer service, operational efficiency, and employee relations. After those policies are established, make sure they are implemented fairly and consistently in the Utility.
3. Prepare and present issues for Board consideration and action, including assistance with agenda preparation and keeping accurate record of Board proceedings.
4. Assure that the Utility's generation, transmission and distribution systems are operationally efficient, reliable and safe. ~~Further, the Utility's purchased power must be reliable, competitively process, and adequate to meet the future needs of all customers.~~
5. Demonstrate sound fiscal management including: budgeting, accounting, and control of utility assets~~investment of reserves~~.
6. Represent the Utility with all external agencies and regulatory bodies (i.e. Michigan Public Power Agency, Michigan Municipal Electric Association, American Public Power Association, Michigan Public Service Commission, OSHA, Environmental Protection Agency, Department of Natural Resources, etc.)
7. Complete, with authorization of the City Managers~~assistance from the City Personnel Department~~, the hiring, training, promotion and termination of Utility staff. Be directly responsible for the performance management and professional development of all directly reporting staff.

8. ~~Contract with,~~ Supervise, and coordinate the activities of all existing external service providers to the Utility (i.e. legal, construction, professional services, etc.) New contracts are subject to approval by the City Manager.
9. Work cooperatively within the city government framework, especially where other City Departments provide service to the Utility and where the Utility provides services to the City.
10. Assure that the activities provided on a contractual basis to other agencies are carried out effectively and efficiently. New contractual arrangements are subject to City Manager approval.
11. Advise the Board Chairman when the need arises for a ~~Act as the~~ chief spokesperson for the Utility with media, customers, city government and other critical stakeholders.
- ~~12. Plan for an implement a personal plan for professional development, in conjunction with Board feedback, to assure preparedness for leading the Utility into the future with innovation and creativity.~~
- ~~13.~~12. Maintain~~Create~~ and change, as needed, the organizational structure, reporting relationships, and job roles to achieve both staff job satisfaction and organizational effectiveness and efficiency, subject to City Manager approval.
- ~~14.~~13. Perform other duties as may be assigned by the Light and Power Board.