

**ASSISTANT DIRECTOR (ELECTRIC)
CITY OF SAN MARCOS, TEXAS – SAN MARCOS ELECTRIC UTILITY**

PROFILE

The Assistant Director (Electric) is one of three direct reports to San Marcos's Public Services Executive Director and supervises 55 non-union electric utility employees including direct reports managing the functions of administration, utility metering, electric engineering, and electric distribution and a Graduate Engineer. Other primary business functions are shared between municipal departments.

San Marcos is governed by a City Council composed of a Mayor elected at-large by the populace for a two-year term and six Council Members elected at-large for staggered three-year terms. In 2013, the City Council created a five-member Citizen's Advisory Board that reviews actions and makes recommendations on electric utility financial matters on a quarterly basis.

CONDITIONS AND REQUIREMENTS

San Marcos Electric Utility (SMEU) is a healthy business unit supporting a vibrant community with a high level of regional growth in comparison to much of the country. While growth is high in the region, SMEU's service territory is rather compact, does not include the entire city limits, yet is experiencing around 2% load growth.

It is expected that candidates for the Assistant Director opening offer a balance of broad business acumen and administrative and managerial leadership in addition to electric utility technical leadership to ensure safe and high quality electric service to the community at a competitive price. Candidates should expect to support and foster a cohesive electric department that supports a customer service and citizen-first culture and works well in a collaborative manner with other city departments to find solutions to all challenges.

While the Public Services Executive Director is the primary interface with the community and governing bodies on public service matters, the Assistant Director is expected to occasionally perform as the "face" of SMEU and will be required to present to city governance and at community forums. Communication skills are a high priority and candidates with exemplary communication skills and experience providing presentations to public audiences may have an advantage. A participatory management style would be ideal, yet balanced with a natural desire to lead and a willingness to be decisive and build an accountable and service-oriented electric utility workforce. Honesty, straightforward communication, and ethics are absolute requirements.

SMEU is currently engaged in fostering multiple technical projects, such as upgrade of AMI systems, rate adjustments related to cost-of-service, and a plan that is under development to execute additional

undergrounding of distribution lines in the city. Aside from providing leadership in developing and budgeting such projects, the Assistant Director is expected to offer experience executing and managing technical projects in the electric distribution realm, including negotiation and management of outsourced or vendor contracts. Experience in rate evaluation and adjustment could be another advantage to candidates. Candidates that offer a successful track record of budget development and administration are desired and additional experience in utility finance and accounting could be advantageous to candidates.

SMEU and all city departments adhere to a high commitment to safety. Candidates should express employee and citizen safety as a number one concern and show a commitment to safety through exemplary past performance.

Candidates should bring a strong capacity and thorough understanding of the importance of diversity.

General preferred experiences:

- Power system planning, engineering design and project management and capital planning as related to distribution, transmission, substation or protection and control systems.
- Modeling and monitoring/control software for distribution systems.
- Thorough knowledge of and experience in managing or supervising design and repair or rehab of electric substation, distribution and relay and control systems.
- Demonstrated ability to communicate effectively both verbally and in writing.

Other duties:

- Participate in statewide transmission system planning and operation processes including ERCOT meetings, subcommittees and reporting.
- Assists in developing, monitoring and administering wholesale power supply contracts.
- Serves as authorized agent for the Electric Reliability Council of Texas (ERCOT) Renewable Energy Credit (REC) sale, transfer, or retirement program.
- Serves as primary contact for Public Utility Commission Emergency Management.
- Monitor developing legislative issues and ensure compliance with regulatory requirements.

A bachelor's degree in engineering, business, finance or a related field is required along with seven years progressively responsible experience in supervisory or management positions in the electric power industry.

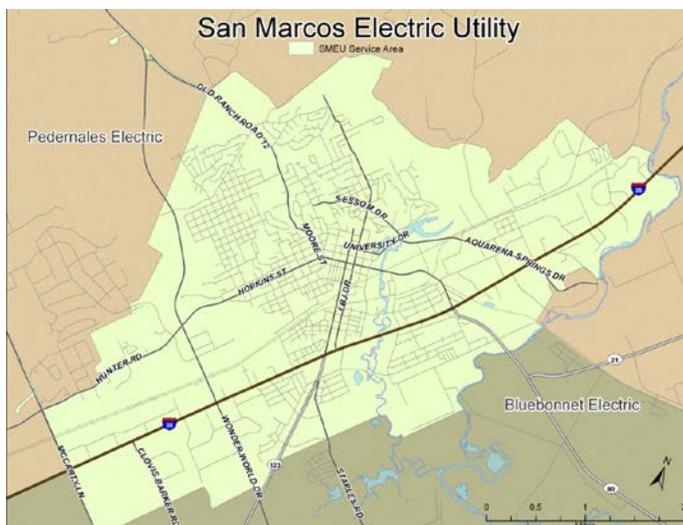
The Assistant Director is not expected to offer power generation or supply experience, but experience evaluating power supply options, related contract negotiations, and/or management of outsourced power supply consultants would be beneficial to candidates.

See the attached job description below for a more detailed overview of responsibilities.

SMEU

In 1986, the City of San Marcos purchased its electric distribution system from the Lower Colorado River Authority (LCRA). The system consists of seven substations with a capacity of 207 MVA and a growing distribution system with 483 miles of 13.5 kV overhead and underground primary distribution lines.

After purchasing the system, the City entered in to a five-year (5-year) contract with LCRA to operate the system. In 1991, employees became part of the City's workforce and the City assumed operation and maintenance of the system. The system experienced an all-time consumption peak in August of 2011, reaching 121.9 megawatts. An all-time winter peak was set in February of 2011 at 120.1 megawatts. The summer peak for 2015 was set in September at 116.9 megawatts. The winter/summer dual peaking system covers the electric service territory of 16.5 square miles with approximately 24,000 electric customers. The Electric Utility Division consists of four (4) sections: Conservation (which is equally split with the Water/Wastewater Division), Meter Operations, Administration and Maintenance. The electric utility's customer base is highly residential with a healthy base of commercial and small-industrial customers. SMEU's largest customer is Texas State University consuming around 20% of load.



SMEU receives around \$55 million in annual revenue. Per the City's FY16 CAFR, the long-term debt-to-total assets ratio for the electric department is 40%. The General Fund bond rating is AA and the SMEU bond rating is BBB+ (S&P and Moody's), although SMEU's last bond rating occurred in 2013 due to a recent strategy to utilize general obligation bonds to fund capital projects rather than revenue bonds. SMEU's long-term outstanding debt is \$48 million (FY17) and the annual capital budget averages between \$9 million and \$15 million. Franchise fee transfer to the City averages around 8-10% of revenue.

While LCRA is SMEU's primary power supplier, the City began a contractual relationship for market purchases with Calpine around 2013. Under the primary contract with LCRA, SMEU may purchase up to 35% of its load outside of LCRA resources. Between a small ownership in an LCRA combined cycle gas plant that qualifies as 17% of the load release and Calpine market purchases, SMEU has assumed around 30% of the allowed 35% load release at present day. San Marcos, like many cities in the country, developed an incentive program to promote distributed generation and conservation within its community and is investigating upgrade of its metering and support systems to prepare for the evolution of distributed generation options.

SMEU does not own transmission delivery assets but owns and operates five substation transformers with three completed refurbishments and a fourth underway. The water and electric AMI system is supported by a meter data management system and a Harris billing system.

The City is in the process of designing a new Public and Community Services Operations Center that will house all of Public Services staff and equipment. The new facility is expected to be online in three years and the Assistant Director is expected to provide input in the design process related to their area of responsibility.

SAN MARCOS WEB LINKS

[City Web Page](#)

[SMEU Page](#)

GreaterSanMarcosTX.com

[Wikipedia page](#)

[Tourist Page](#)

[City-Data.com Page](#)

[Zillow Real Estate Page](#)

[\(Video\) San Marcos Minute – September Edition](#)

BENEFITS/RELOCATION

The City offers healthy retirement, life insurance, voluntary life and long-term disability, medical, dental, longevity pay, and vision coverage.

SMEU offers the [Texas Municipal Retirement System](#) retirement program. Earliest eligibility at five years of employment at age 60 or 20 years at any age. Employees with public service at another public entity anywhere in the United States may apply for time credit. Additionally, employees with prior military service may apply for up to 60 months of active duty service. Employee contributes 7% of gross income and the City matches the employee contribution at a rate of 2:1 at retirement. The employee becomes vested at five years of service (inclusive of restricted prior service credit).

SMEU will pay customary relocation support and does not have a residency requirement for the Assistant Director; however, the successful candidate will be expected to reside within an hour's drive of the San Marcos city limits.

*****RESUMES PREFERRED BY NOVEMBER 20*****

CONTACT INFORMATION

Joyce Gallo, Senior Recruiter

jgallo@mfpllc.us

(800) 525-9082 – www.mfpllc.us

Scott Fry, Managing Director

sfry@mfpllc.us

(Official Job Description follows on next page)

Job Title: Asst. Director of Public Services-Electric Utilities**Schedule:** generally**Department:** Public Services

8 a.m. – 5 p.m., M-F

Salary Grade: 38**FLSA Status:** Exempt**Date:** May 12, 2014**JOB SUMMARY**

Lead, direct, organize and manage the operations of the Electric Utility Division of the Public Services Department. Provide professional and technical knowledge and support to staff engaged in the operation of the electric utility. Study, analyze, plan, document, and prepare designs for expansion, modification, operation and maintenance of the electric system. Budget, plan and execute programs for expansion, operation and maintenance of system assets. Identify and address business needs and external customer issues. Consult with and advise the Executive Director of Public Services in formulating policy and facilitating as designated.

ESSENTIAL FUNCTIONS

1. Direct and manage the operation and maintenance of the electric transmission/distribution system, electrical substations, and dispatch. Supervise the planning, engineering, and delivery of power for the electric utility. Represent the Electric Utility with implementing codes, rules and regulations for customer installations and projects.
2. Provide leadership and staff development to form effective teams in the various work groups engaged in delivering power service to the customers.
3. Identify areas of system and business needs, propose practical solutions, and assist with implementation of project plans and business decisions. Identify and justify projects for the electric system capital improvement plan. Participate in preparing and administering the division's budget and implementing the work plan.
4. Direct, organize and manage the activities of the PS Electric Utility Division operations:
5. Prepare and manage the annual budget and expenditures.
6. Conduct a variety of personnel and staffing functions including hiring, training, supervising and evaluating the performance of assigned personnel. Assigns work duties; monitors the quality and progress of work performed by staff.
7. Leads and participates in studying, analyzing, planning, documenting, and preparing designs for extensions, expansions, modifications, and the maintenance of the electrical system. Project design requirements will be in distribution line, transmission line, substation, system protection, and equipment control areas.
8. Oversee and participate in the research and development of distribution overhead and underground line construction standards and practices, including data and calculations on strengths and electrical performance. Prepare and maintain documentation for approved standards.
9. Provide leadership in developing staff technical skills and training to employees in the areas of substations, metering, dispatching, and engineering.
10. Develop written documentation for designs, specifications, customer plan reviews, pole attachment requirements, electrical reviews for Development Review Committee items, equipment selections, standards, procedures, agenda items for City Council, planning studies, special reports, performance metrics, project proposals, etc.
11. Direct and manage projects and programs:
12. Participate in statewide transmission system planning and operation processes including ERCOT meetings, subcommittees and reporting.
13. Assists in developing, monitoring and administering wholesale power supply contracts.

14. Serves as authorized agent for the Electric Reliability Council of Texas (ERCOT) Renewable Energy Credit (REC) sale, transfer, or retirement program.
15. Serves as primary contact for Public Utility Commission Emergency Management.
16. Monitor developing legislative issues and ensure compliance with regulatory requirements.
17. Participates and leads in coordination with other city departments and divisions related to assigned functions.
18. Perform other duties as assigned such as:
19. Serves as representative of the City of San Marcos Public Service-Electric Utility Division on industry, regional or other boards and committees as assigned.
20. Acts on behalf of the Executive Director of Public Services as designated and performs related duties.
21. Performs other related duties as assigned or required.

DECISION MAKING

- Manages electric utility operations, departmental programming, and assigned budgets.
- Hires, trains, supervises, and evaluates the performance of assigned personnel.
- Must demonstrate sound judgement in operational decisions and effective conflict resolution skills.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Engineering, Business, Finance or related field is required.
- Ten (10) years progressively responsible experience in management in the electric power utility industry, with five (5) years in senior level management. Past experience should include:
 - Power system planning, engineering design and project management and capital planning as related to distribution, transmission, substation or protection and control systems.
 - Modeling software for transmission and distribution systems.
 - Thorough knowledge of and experience in managing or supervising design and repair or rehab of electric substation, distribution, transmission, and relay and control systems.
 - Demonstrated ability to communicate effectively both verbally and in writing.
 - Demonstrated leadership ability and successful team building history in high performing organizations.
 - Negotiating purchase power agreements, franchise agreements and pole attachment agreements.
- Must possess a valid Texas Driver's License with an acceptable driving record.

JOB DIMENSIONS

- Must be able to interpret/apply State and Federal legislation pertaining to public power; must have the ability to review/prepare budgets, prepare administrative reports, and other types of departmental documentation.
- Effective verbal and written communication skills are required; must be able to maintain positive working relationships with City departments and personnel, outside agencies, community/civic organizations, and the general public. Includes the ability to prepare and make presentations.
- Experienced in creating positive work cultures, reinforcing and aligning team focus with the organization's mission.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical requirements include lifting up to 30 pounds rarely. Subject to sitting and vision constantly; handling, fine dexterity, hearing and talking frequently; standing, walking and reaching occasionally; lifting, carrying pushing/pulling and bending rarely.

Working conditions involve occasional exposure to variable and/or extreme weather conditions, heavy equipment, downed power lines, and potential physical harm related to power outages and/or meter tampering investigations.

Safety Sensitive Position.