

**GENERAL MANAGER  
JEFFERSON COUNTY PUBLIC UTILITY DISTRICT (JCPUD)  
PORT HADLOCK, WASHINGTON**

**PROFILE**

The General Manager is a direct report to a three-member Board of Commissioners and supervises 56 personnel, including personnel represented by the IBEW bargaining unit. Direct reports to the General Manager include an Executive Assistant, an Assistant General Manager/Electrical Operations Manager, a Water Engineer/Supervisor, a Chief Financial Officer, a Resource Manager, Information Technology Manager, Human Resources Manager, and a Communications Manager. As JCPUD remains in a natural state of evolution since its electrical asset acquisition, it is expected that the next General Manager will have a significant influence on the long-term structure of the organization including goal-setting and strategic planning.

Commission members are elected for six-year terms in representation of three districts within the JCPUD service territory. Since JCPUD began providing electrical service in 2013, two new Commissioners joined the governing board. Public interest and understanding of JCPUD's responsibilities is growing, resulting in greater public participation in JCPUD business. Commissioners also appoint representatives from their districts to a Citizen's Advisory Board (CAB) for three-year terms. The CAB is responsible to provide recommendations to JCPUD on matters related to electric, water, sewer and telecommunications matters.

**JCPUD - CONDITIONS AND REQUIREMENTS**

Established primarily as a water utility in 1940, the organization grew to serve 4,000 water customers in 2008 with a \$2 million budget and nine employees. In 2008, citizens of Jefferson County authorized the utility to enter the electric business by popular vote. In May of 2010, JCPUD entered into an agreement with Puget Sound Energy (PSE) for the purchase of PSE's electric system in the eastern territory of Jefferson County for a purchase price of \$103 Million. The District finalized the acquisition of the electric system in March of 2013 and assumed direction of the power service operation on April 1, 2013. JCPUD now serves over 18,000 electric customers and around 5,000 water and sewer customers. Electric revenues in 2016 are around \$35 million. Power Supply was obtained on a long-term contract with the Bonneville Power Authority (BPA). In 2013, the District acquired loan proceeds of approximately \$115M from the United States Department of Agriculture Rural Utility Service (RUS) to finance the acquisition of the electric system and fund improvements and transition costs. JCPUD also obtained a line of credit from a local bank as secondary financing source for supplementary and interim financing purposes.

While JCPUD experienced challenges on the road to developing and evolving the electric utility, the communities served have no regrets in their decision to purchase electric assets in the service territory. Community members, employees, and the governing body are proud of local and democratic influence and committed to taking the next step in the organization's evolution with a goal to build an exemplary utility service organization. All involved parties believe the General Manager opening is an excellent opportunity for an established utility professional to provide a high level of influence and leadership in providing a crucial service to communities in eastern Jefferson County.

JCPUD seeks applicants that offer exemplary leadership capabilities and a successful track record assisting to lead one or more communities in electric and water utility affairs as an executive employee. Ideal candidates will offer the following traits:

- An interest and preferred proven track record engaging with communities to provide vision and strategic direction for the organization and a willingness to partner with other community organizations for the benefit of the general populace.
- Proven business acumen with a strong preference for electric and water utility experience. Additional experience with sewer and/or broadband/fiber businesses could be advantageous to candidates.
- Excellent interpersonal, oral, and written communication skills and a willingness to be appropriately transparent in utility matters with the community and to represent the interests of the community in business decisions.
- Experience in the development, evolution, and execution of a vision and strategic plan and utilizing the plan as a guiding document for the development and execution of initiatives that represent the desires of the governing body and community and continuous improvement of utility performance.
- Supportive of an environment where goal-orientation, benchmarking of performance standards, and tracking and communication of performance through metrics is a core philosophy.
- A proven track record in organizational dynamics and developing core personnel that are loyal and accountable in an environment where employees are considered a valuable asset to the organization.
- A proven track record and verifiable metrics developing safety as a core philosophy of a utility organization.
- Recognition of the importance of the customer experience and empathy for all customer perspectives.

JCPUD recently achieved a successful accounting audit with support from both internal and external accounting and financial professionals and anticipates building on this success in upcoming years. With a dependence on RUS financing, it is preferred that candidates offer experience with RUS lending and accounting requirements, but this requirement should not supersede an absolute requirement that candidates offer appropriate financial and accounting acumen/experience in a utility environment.

JCPUD's Board of Commissioners believes that the successful General Manager of the organization will offer a well-articulated vision, be humble yet confident and willing to make tough decisions, proactive in leadership and management style, emotionally intelligent with a calm demeanor, and manage employees through delegation and trust with an eye on their professional development.

Like many public utilities today, JCPUD is investigating and evolving its service offering to customers, leading to discussions related to the evolution of metering technology and rates and cost of service. Candidates that offer experience engaging with a community and utility governing body in areas such as automated metering installations, new capital projects, oversight and support for approved community-based programs, including successful project and budgetary management of such installations, may have an advantage. Additional experience in analyzing traditional and modern rates and implementing new rate packages is also desired.

As JCPUD personnel are represented by two unions, including the IBEW, union experience is preferred.

Candidates that offer experience providing utility service to rural and urban customers are also desired.

While there is no official residency requirement for the General Manager, Commissioners have a strong preference that the General Manager reside within the service territory.

Key Financial Data (Combined Utilities):

Operating Revenue	\$37.8 million
Purchase Power Cost	\$14.1 million
Operating Margins	\$426K (\$904K forecast in 2018)
Net Margins	\$1.55 million (\$3 million forecast in 2018)
TIER (goal 1.25)	Estimated 2.6 (2017); 1.9 budgeted for 2018
DSC (goal 1.25)	Estimated 2.03 (2017); 1.7 budgeted for 2018

**LOCATION**

Helpful web links:

[Olympic Peninsula](#)

[Jefferson County Chamber](#)

Port Hadlock

[City-Data.com Page](#)

[Wikipedia Page](#)

[Tourism Guide](#)

**BENEFITS/RELOCATION**

Substantially all District full-time and qualifying part-time employees participate in one of the statewide retirement systems administered by the Washington State Department of Retirement Systems under cost sharing multiple-employer defined benefit public employee retirement plans. PERS is a cost-sharing multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a combination defined benefit / defined contribution plan. More information can be found [here](#).

**Health Insurance:** Comprehensive medical, dental and vision insurance plans. PUD pays 100% of premium for full-family coverage. Medical insurance is effective the first of the month following one full month of employment, not including your first month of work. Dental and vision insurance is effective beginning on the sixth month following your medical insurance.

**Retirement:** The PUD is a participant in the Washington State Retirement System. New employees may choose between PERS Plan 2 and PERS Plan 3.

- Plan 2 provides a defined benefit. Currently employees contribute 7.38% of their pay to the retirement plan. Employees are vested after 60 qualifying months.
- Plan 3 provides a combination defined benefit and defined contribution benefit. Employees choosing Plan 3 elect to contribute between 5 and 15% of their pay. Employees generally vest in the defined benefit portion after 120 qualifying months.

**Deferred Compensation Plan:** The PUD participates in the Washington State Deferred Compensation Program (457 plan) or DCP. DCP allows employees to defer a portion of their paycheck for investment for retirement similar to a 401(k). The PUD matches employee deferrals at 50 cents per dollar, up to a total match of 3% from the PUD.

JCPUD will cover the customary costs of relocation.

**CONTACT INFORMATION**

**\*\*\*RESUMES PREFERRED BY DECEMBER 18\*\*\***

**PLEASE SUBMIT RESUME AND OPTIONAL COVER LETTER IN PDF FORMAT**

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