

# Municipal Electric Utilities of Wisconsin

## Position Description

### Executive Director

**Exempt:** Yes  No

**Reports to:** MEUW Board of Directors

**Driving Classification:** Essential  Marginal

### **GENERAL PURPOSE**

Under the oversight and control of the MEUW Board of Directors and Executive Committee, the Executive Director is the driven, energetic, and creative leader of the association representing the interests of all 81 Wisconsin municipal electric utilities.

The executive director shall, in general, manage, supervise, and influence all aspects of the property and affairs of MEUW which includes executing all policies established by the Board of Directors. The MEUW Board is a diverse group, largely consisting of utility managers, from communities serving 500 to 18,000 customers.

The Executive Director shall work to ensure MEUW achieves its strategic goals. This involves managing MEUW's operations to be efficient, responsive to member needs, and providing maximum value to its members. At all times the Executive Director shall work for the betterment of the association, its members, and Public Power in the state of Wisconsin.

### **ESSENTIAL QUALITIES**

The Executive Director is:

- A tireless promoter of the Public Power industry.
- A seasoned, knowledgeable, professional member of the Public Power community.
- Actively engaged with member utilities and their staff.
- An effective communicator.
- Politically astute and able to participate in the regulatory and legislative process as appropriate.
- A collaborative, but firm and attentive manager.
- Experienced in budget preparation and financial oversight.
- A helpful and supportive resource for member utilities in distress.
- A diplomatic liaison between members, the Board, and staff.
- Comfortable and effective when presenting to large groups as well as to small gatherings.
- A bold and inspiring leader.

**ESSENTIAL DUTIES** *(includes the following, but other duties may be assigned)*

The Executive Director shall:

- Provide strong and effective leadership to continuously improve the organization, maintain financial stability, and provide the most beneficial services to ensure value to the membership.
- Periodically visit each municipal electric utility in the State and regularly communicate with all association members to keep members up to date on the association's activities, projects and services, and to ensure members' needs are acknowledged and addressed.
- Be responsible for the management of all MEUW activities.
- Oversee the day-to-day functions, operations and employees of the MEUW.
- Initiate ideas for new activities and services and make recommendations to the Board and the Executive Committee on future activities.
- Confer with and coordinate all matters with the MEUW Board of Directors, Executive Committee, or other committees as necessary to carry out the MEUW policies; manage and enforce MEUW policies with employees and the MEUW membership.
- Represent the MEUW and express its position in regard to municipal ownership of electric utilities at public meetings.
- Develop and deliver educational programs to municipalities and interested local groups promoting the advantages of municipal ownership of electric utilities.
- Serve as point-person to identify, respond to, and resist efforts by other utilities seeking to acquire municipally-owned utilities.
- Be responsible for all MEUW member communications.
- Develop and present monthly written reports of activities as well as an Annual Report for distribution to all members.
- Manage the Job Training and Safety and Regional Safety Management programs for all MEUW members.
- Assist member utilities in obtaining mutual aid in the event of an emergency.
- Be responsible for preparation and filing on behalf of the MEUW any necessary reports or filings with governmental agencies (e.g., IRS, Secretary of State) as may be necessary.
- Collaborate with the MEUW contract lobbyist regarding legislative issues concerning members.
- Participate as needed in hearings of committees of the Wisconsin legislature, Public Service Commission of Wisconsin or other government or industry agencies and otherwise assist in lobbying efforts on behalf of the MEUW.
- Administer the Friends of Public Power Conduit and PAC by working with stakeholders to promote political action, working with the MEUW contract lobbyist to distribute funds, and ensuring both programs are in good standing with the Government Accountability Board.
- Serve as an ex officio member of all committees of the MEUW.
- Stay well-informed of issues and advancements in the utilities and related industries.
- Provide assistance as necessary to plan and conduct various conferences and programs.
- Undertake additional duties as assigned by the Board of Directors or the Executive Committee.
- Collaborate with MEUW associate members (WUSA) to provide valuable products and services to members.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- Bachelor's degree in business management or related field or equivalent experience.
- Minimum of ten years of electric utility experience.
- Minimum of five years supervisory experience.
- Proven understanding of municipal government and municipal utilities preferred.
- Proven experience working with a board of directors and a member-driven association.
- Experience in conference facilitation, mutual emergency aid development, energy conservation/efficiency, compliance reporting, finance and budgeting, or utility regulation engagement is beneficial.

### Technical Qualifications:

- Understanding of technology and proficiency in use of computer software and equipment.

### Other:

- A valid driver's license is required in order to operate and use company and personal vehicles for company business. Occasional travel is required of this position.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment is usually moderate, consistent with a business office and exposure to noise and environmental conditions at other commercial facilities. There is also an occasional risk of electrical shock during educational demonstrations.

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN MEUW AND THE EMPLOYEE. Nothing in this position description restricts MEUW's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. This description reflects MEUW's assignment of essential duties and responsibilities.***