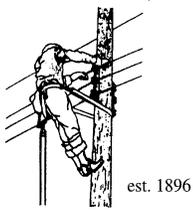


## Village of Lyndonville Electric Department

### General Manager

Lyndonville Electric Department (LED), a Municipal Electric Department in northern Vermont with 5900 meters, seeks qualified candidates with seven years of progressive responsibility in leadership roles or equivalent education and experience in a public utility or comparable environment. A bachelor's degree in an appropriate field is highly preferred. Successful candidates must have excellent communications, strategic planning, and business management skills; experience in Vermont's regulated utility environment with knowledge of renewable energy is preferred. LED offers competitive compensation, retirement, and employee benefits. LED is located in the heart of the Northeast Kingdom at Lyndonville, Vermont.

For a complete job description, visit our website at [lydonelectric.com](http://lydonelectric.com). Contact LED's General Manager, Bill Humphrey, at (802) 626-3366 for more information. Submit your cover letter, resume, and three professional references with salary expectations to Lyndonville Electric Department, Attn: Clayton Bailey, PO Box 167, Lyndonville, VT 05851-0167 or email to [cbailey@lyndonvilleelectric.com](mailto:cbailey@lyndonvilleelectric.com) no later than November 1, 2021.



# Village of Lyndonville Electric Department

## Job Description

<b>Job Title:</b>	General Manager	<b>Job Category:</b>	Exempt
<b>Department:</b>	Business	<b>Travel Required:</b>	As Required
<b>Location:</b>	119 Park Avenue, Lyndonville, VT	<b>Position Type:</b>	Full Time
<b>Salary Range:</b>	TBD		
<b>Supervisor:</b>	Board of Trustees	<b>Date posted:</b>	09/22/2021
<b>Will Train Applicant(s):</b>	No	<b>Posting Expires:</b>	11/01/2021

### Applications Accepted By:

#### Fax or E-mail:

(802) 626-1276 or [cbailey@lyndonvilleelectric.com](mailto:cbailey@lyndonvilleelectric.com)

#### Subject Line:

**Attention:** General Manager Position

#### Mail:

Clayton Bailey  
 Village of Lyndonville Electric Department  
 P.O. Box 167  
 Lyndonville VT 05851

### Job Description

#### Job Purpose:

- The General Manager is responsible for managing the Village of Lyndonville Electric Department (LED), developing short and long-term strategies, safeguarding the financial health, ensuring effective service for electric customers, comply with Federal and State regulations under the authority and policies of the Board of Trustees (Board).

#### Education/Experience:

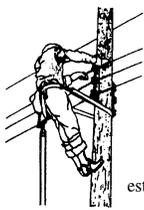
- A Bachelor's degree is preferable with seven years of progressive responsibility in leadership roles or equivalent education and experience in a public utility or comparable environment. Recent industry experience includes working knowledge of wholesale power, renewable energy sector, and a detailed understanding of how the electric industry operates within Vermont, FERC, and ISO-New England's utility regulations.

#### Supervisory Responsibility:

- Maintain accountability directly or indirectly through subordinate managers for all Department staff. Carry out supervisory responsibilities per Department policies, regulations, and applicable laws. Interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### Essential Job Functions:

- Directly interact with the Board to inform and advise on all regulatory, financial, and operational matters impacting the Department. Make recommendations to the Board regarding developing the Department's strategic objectives, plans, and goals, including a range of new approaches, programs, policies, and procedures designed to support the implementation of the Board's policy and directives. Be proactive in ensuring the Department's initiatives, programs, and services are updated regularly to reflect changing



# Village of Lyndonville Electric Department

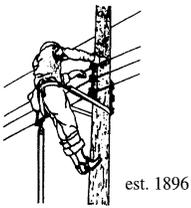
## Job Description

trends, marketplace dynamics, and member system needs. Build and maintain a culture of proactivity and compliance with all aspects of cybersecurity.

- Ensure fiscal integrity of the Department through effective financial management and planning by interacting with staff, financial advisors, investment bankers, auditors, and other professionals on financings, credit ratings, or other financial matters, and monitors with appropriate oversight the work of all those professionals engaged by the Department.
- Manage LED's business staff and Union workforce while cultivating a culture that attracts, retains, and motivates top-quality employees. Define, recommend, and develop appropriate ethics policies and procedures for the Department while promoting a climate where employees willingly adhere to those policies. Determine employee's compensation, promotion, transfer, or dismissal according to LED's policies and procedures.
- Establish objectives with subordinate department heads, determine performance standards, and monitor to ensure subordinate departments meet their goals. Participate in department executive meetings and other such meetings as required.
- Maintain solid relations with state, regional, and federal regulatory agencies and other industry participants and organizations, including but not limited to Vermont regulatory agencies, Vermont Public Power Supply Authority (VPPSA), New England Public Power Association (NEPPA), ISO-New England, and the Federal Energy Regulatory Commission. Willingly interacts with industry colleagues, including peers at other Municipal Electric Departments.
- At the Board's discretion, accept appointments to serve on the VPPSA Board of Directors and other industry-related Boards. Any compensation received from such directorships, board fees, lectures, writing, consultative work, or otherwise arising from or related to their position as General Manager belongs to the Department.
- Manage the Department's interests in the assets of VPPSA and work to maximize those assets' value for the benefit of the Department and its ratepayers/customers.
- Serve on or advise local boards and committees that promote beneficial projects for the community and safeguard the Department's assets.
- Maintain current knowledge of trends, field practices, and related industrial processes through peer association, seminars, studies, and literature reviews.
- Perform other related duties as required.

### Skills and Qualifications:

- Forward-thinker, a visionary.
- Resolve technical and complex administrative problems and develop relevant alternatives and recommendations.
- Decisiveness, handle multiple tasks and be detail-oriented while working with a wide variety of people.
- Recognize organizational priorities and work cooperatively to support their accomplishment.
- Thorough knowledge of the principles of personnel and financial management, read and understand financial statements.
- Communicate effectively both verbally and in writing, interact effectively with a wide variety of people, and establish positive public relations.
- Possess a strong ability and willingness to make effective public presentations at a wide variety of forums.
- Be competent in business administration, power supply, financial principles, electric utility operations, and human resources management.



# Village of Lyndonville Electric Department

## Job Description

- Have strong leadership, planning, supervisory, communication, and organizational skills.
- Identifying and understanding evolving trends impacting practices of the electric industry, including renewable power generation, GIS smart grid, and energy efficiency.
- Understanding of utility power supply products and markets.
- Have a working knowledge of bond markets, credit rating factors, and methodologies.
- Be certified in basic: Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and First Aid.

**Working Conditions:**

- Function within a typical office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist staff, respond to ratepayers and regulatory concerns.
- Regularly uses computer keyboards, telephones, and other office equipment requiring eye-hand coordination and finger dexterity.
- Regional travel to attend meetings monthly and interstate travel centered primarily around interaction with VPPSA member systems.
- Some national travel to attend relevant meetings and conferences as appropriate to advance and protect the interests of the Department, VPPSA, and its member systems.
- Working conditions, equipment failure, and workloads during peak periods may cause increased stress levels.
- Outside of regular business hours, at times of extended outages, perform a leadership role in restoring service.

Reviewed By:	Bill Humphrey	Date:	08/13/2021
Approved By:	Doug Conly	Date:	09/22/2021
Last Updated By:		Date/Time:	