

**READING MUNICIPAL LIGHT DEPARTMENT
GENERAL MANAGER SEARCH COMMITTEE MEETING**

230 Ash Street
Reading, MA 01867
August 29, 2012
7:15 p.m.

- 7:15 p.m. 1. Introduction of the General Manager Search Committee
- 7:20 p.m. 2. Discussion of General Manager Search Process (Attachment)
- 7:40 p.m. 3. RMLD General Manager Job Description (Attachment)
- 8:00 p.m. 4. Advertisement of RMLD General Manager Job Description (Attachment)
- 8:15 p.m. 5. Schedule Next RMLD General Manager Search Committee Meeting
- 8:25 p.m. 6. Adjournment
- Suggested Motion:
- Move to adjourn the Regular Session.

ACTION ITEM

Discussion of General Manager Search Process

General Manager's Search Process

1. Advertisement to run in industry specific publications and/or websites (APPA, NEPPA), and RMLD Website.
 - A. Current plan is to run in the APPA Public Power Website in their online classified ads section over a 21 day posting period. Earliest appearance of ad is August 30th.
 - B. An ad will also run on NEPPA Help Wanted Webpage.
 - C. RMLD will place the ad on their web page.

Position will be open until 9/21/12 for acceptance of resumes.

2. Evaluation of resumes by Search Committee – Review backgrounds, identify the best candidates (preferably no more than 6). Notify candidates of interest and get referrals.
3. Schedule round of initial interviews. Overnight arrangements will be made at local hotel for any candidates in need of such. Search committee will meet with each initial candidate. Time allotted for interview process should be set. Questions to be asked by each member should be established by the group.
4. Search committee will reduce the number of candidates to final 3 for presentation to the full RMLD Board. Do complete background checks on the final candidates.
5. Conduct final interviews and vote by Board.
6. Negotiate and finalize transition to RMLD.

RMLD General Manager Job Description

**READING MUNICIPAL LIGHT DEPARTMENT
2012 POSITIONS DESCRIPTIONS**

Position Title: General Manager
Position Reports To: Board of Commissioners

This description is: ☒ **Current** ☐ **Obsolete**

Work Location: 230 Ash Street, Reading
of Personnel Supervised: 5 direct, 84 indirect
Grade Level:

Date Last Reviewed: 08/2012
Union or Management: MANAGEMENT
Management Salary:

Per Union Contract:

Step 1:
Step 4:

Step 2:
Step 5:

Step 3:
Step 6:

This Position Description presents illustrative work activities usually encountered by personnel filling this position. It is not meant to list all possible work activities in all possible work conditions. It is also not meant to define specific limits on work activities that may be performed by any person holding this position. Position descriptions may occasionally be changed to allow the RMLD to better meet the needs of the ratepayers, reflect applicable laws and regulations, or otherwise implement Commission policies. "All non-bargaining unit RMLD workers are "employees at will".

Job Summary: The GM is responsible for the overall operation and management of the RMLD under the direction and control of the RMLD Board of Commissioners and subject to Mass General Laws, Chap. 164. The GM is responsible for planning and organizing and directing all staff and operations of the utility providing services to electric customers in the RMLD service territory.

ILLUSTRATIVE WORK ACTIVITIES:

- A. Essential - Develop internal policies, plans, and programs to meet current and future needs of the RMLD. Plans, directs and organizes the activities of all personnel. Establish procedures and controls to implement board direction and formal votes.
- B. Essential: Direct as the designated representative for the RMLD Commissioners, the collective bargaining process with the AFSCME and IBEW unions and administer salary and personnel programs for all non-union employees. Maintain an organization and staff appropriate to the continuing achievement of effective operations.
- C. Essential: Direct the preparation of operating and capital budgets and ensure that it falls in line with the RMLD's objectives with respect to reliability, power supply, rates and customer service.
- D. Essential: Work toward improving the RMLD's image through communication with external customers and ensuring customer satisfaction. Effectively interface with all local, state and federal officials, IOU and Municipal power agencies and related professional utility organizations. Stay current on all issues concerning local and public power.
- E. Participate in trade organizations such as NEPPA and APPA etc.
- F. Other related duties as assigned by a majority vote of the Board of Commissioners.
- G.
- H.

**READING MUNICIPAL LIGHT DEPARTMENT
2012 POSITIONS DESCRIPTIONS (Cont.)**

Position Title: General Manager

Minimum Qualifications:

Union or Management: MANAGEMENT

Basic Knowledge:

Bachelor's degree in Engineering, Business Administration or an equivalent degree that provides technical, management and/or analytical skills necessary to manage the RMLD. Master's degree in Business Administration, Public Administration or any specialty that provides formal management education is preferred.

Experience:

Ten years experience in any facet of an electric utility, privately or municipally owned.

Judgment and Initiative:

Ability to make personnel decisions and ensure that any actions made by the RMLD conform with Federal, State and Local laws.

Independent Action:

Ability to assume ultimate authority and responsibility for the operation and management of the RMLD.

Manual Skills:

Essential: Must have strong computer skills.

Physical Requirements:

Light physical activity occasionally (carrying, lifting, etc.) Ability to increase physical exertion during storm duty.

Supervisory

Assign work and work priorities, evaluate employee performance and discipline employees.

License:

Massachusetts Valid Class D or equivalent.

Other:

Advertisement of RMLD General Manager Job Description

General Manager

Reading Municipal Light Department (RMLD) is a municipal electric utility located 11 miles north of Boston. We serve 29,000 customers in the towns of Reading, Wilmington, North Reading, and Lynnfield Center. We are currently accepting applications for the position of General Manager who will report to the RMLD Board of Commissioners.

Successful candidate must have strong leadership, management, communication, and strategic planning skills in order to provide overall direction for this progressive utility. RMLD has 75 employees, union and non-union, and annual revenues of approximately \$82 million. Reporting to an elected Board of Commissioners and subject to Massachusetts General Laws, Chapter 164, the General Manager will be responsible for all functions of the department including Accounting, Community Relations, Customer Service, Engineering and Operations, Energy Services and Human Resources. The General Manager also works with the Citizens' Advisory Board, an appointed board whose members represents the four towns in the RMLD service territory, and interacts with elected officials and utility related organizations at the federal, state, and local levels.

Candidates should be able to show significant experience in leading an electric utility with a minimum of 10 years at senior level management. Municipal experience is a plus. Bachelor's Degree in a related field is required. A Master's Degree in Business Administration, Management, or Public Administration is desired. Candidates' names will not be made public until final round of interviewing.

The RMLD offers a comprehensive benefit package. Qualified applicants must submit resume, references, and salary requirements by 5 p.m. on September 21, 2012, to Beth-Ellen Antonio, Human Resources Manager, RMLD, 230 Ash Street, Reading, MA 01867, email: bantonio@rmlld.com