



## POSITION DESCRIPTION

Position Title:	<b>Chief Executive Officer</b>		
Description Number:	1.1.0	Classification:	Executive
Department:	Administrative Services	FLSA Status:	Exempt
Date issued/Revised:	August 2010	Employment Status:	Full-time

*The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.*

### **Summary of Position:**

Strategic thinker, leader and manager for the cooperative.

- Advises and assists the Board of Directors to formulate and determine sound objectives, business strategies, policies and programs that will merit and obtain the support of the Cooperative consumers/members.
- Communicates the advantages of the Cooperative services to the consumers/members to keep them informed on general policies and operations.
- Directs and coordinates the administration of the power purchase program and power distribution.

Oversees all financial receipts, disbursements and records, keeping the board informed of the effectiveness of overall operations.

### **Leading Self:**

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own affect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative, and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.

9. Business Focused – Understands LREC’s business and the impact of each employee’s fair share of work. Uses time and resources to accomplish LREC business objectives.

### ***Leading Others:***

1. Build Teams and Lead Projects – Provide direction and work with others to accomplish organizational goals.
2. Develop Others – Provide challenging assignments. Respond to each person’s strengths and developmental areas. Express confidence in others’ ability to be successful.
3. Decision Making – Make decisions in a timely manner by gathering necessary information and considering options.
4. Motivates others – Creates a climate in which people want to do their best. Empowers others. Makes each individual feel his/her work is important.
5. Conflict Resolution – Maintains composure and is a settling influence during a crisis. Reads a situation quickly. Can find common ground and get cooperation.

### ***Leading Organization:***

1. Set Vision/Strategy – Creates and communicates a compelling and inspired vision or sense of purpose. Creates competitive and breakthrough strategies and plans.
2. Manage Change – Uses effective strategies to facilitate organizational change initiatives and overcomes resistance to change
3. Organizational Agility - Is able to persuade and motivate others. Gets things done both through formal channels and informal networks.
4. Manage and Measure the Work – Aligns resources to accomplish the organizations objectives. Assigns clear accountability for important objectives.

### ***Job Responsibilities:***

1. Responsible for assisting the Board of Directors in achieving cooperative vision, strategic, and financial goals.
  - a) Guides and assists the Board of Directors in developing corporate visions, mission statement, goals, policies, and plans to support the strategic planning.
  - b) Provides educational information and opportunities for the Board of Directors’ participation.
  - c) Attends all board meetings; adequately advises and assists the Board of Directors in the formulation and determination of sound objectives and programs best calculated to serve and benefit the members.
  - d) Prepares agendas for meetings of the Board of Directors; submits proposed agendas and basic information to the Board of Directors one week before the board meeting; submits reports of operation, finance, service, needed improvements and specific recommendations to the Board of Directors; obtains material from Department VPs.
  - e) Works with the Board of Directors in planning and carrying out district and annual meetings.
  - f) Provides for an annual budget, financial plan, and competitive pricing system that are adopted by the Board of Directors.
  - g) Recommends to the Board of Directors long-range plans for purchase of power needed; reviews for revision or re-approval periodically by the Board of Directors.
  - h) Plans, develops and recommends to the Board of Directors, broad policies best suited to fulfill the basic purposes and carry out the objectives of the cooperative. Helps the Board foster and project a positive, professional and progressive corporate image.
2. Responsible for leading and directing the operations and administration of the cooperative through assignment of duties and delegation of authority to Department VPs. Remains fully accountable to the Board of Directors for the activities of subordinates.
  - a) Provides opportunities for strategic visioning and planning to ensure that the cooperative is in a competitive position in the market place.

- b) Keeps abreast of all pending and current industry changes and legislative issues impacting the cooperative.
- c) Ensures that the activities and operations of the cooperative are conducted in accordance with the by-laws, policies, mission, and goals established.
- d) Establishes the organizational structure and modifies it as conditions warrant. Approves position descriptions and specifications for all positions.
- e) Provides and maintains wage and salary plans in conjunction with Department VPs.
- f) Reviews the reports of auditors, other consultants, and inspectors and takes action to correct and implement recommendations.
- g) Directs the accounting system and financial records of the cooperative to ensure conditions are within the parameters of the budget, comply with IRS and/or lender requirements, and meet the standards of generally accepted accounting principles.
- h) Directs the planning, development, and preparation of the annual operational and capital budgets through Department VP cooperation with the conscientious forecasting of departmental needs. Reviews, consolidates, approves, and recommends the overall budget to the Board of Directors.
- i) Directs the planning of long-range programs including corporate culture development, strategic planning, and corporate goal setting.
- j) Meets frequently with department heads to gain full information concerning operations, conditions, employee attitudes, and problems. Uses consultative management techniques as appropriate.
- k) Responsible for maintaining positive employee relations, team building efforts and morale.
- l) Reviews all legal matters affecting the cooperative with the attorney, secures advice and cooperates with recommendations.
- m) Initiates and carries out negotiations on contracts of the cooperative as directed by the Board.
- n) Acts as coordinator among the membership, the Board of Directors, and the employees. Communicates with and resolves member issues and concerns as needed.
- o) Understands and demonstrates that consumer/member satisfaction means trying to meet the consumer/member expectations by listening to his/her needs, providing product dependability, timely responses, and reliable information.
- p) Determines compliance of the operations of the cooperative with the bylaws; recommends changes in the bylaws to the Board of Directors when necessary. Oversees regulatory compliance for the cooperative.
- q) Attends appropriate meetings at different state, regional, and national levels; assigns a staff or appropriate personnel to attend technical and educational meetings.
- r) Exercises coordination of board-approved budgets, policies, and programs within all areas of operational activities; coordinates and communicates through staff meetings and personal meetings with Department VPs.
- s) Responsible for the organization, content, and control of non-department original documents.
- t) Represents the cooperative and maintains good relations with other cooperatives and utilities.
- u) Participates in community groups and events to ensure the cooperative has a positive image in the community.
- v) Develops, recommends to the Board of Directors, and implements strategies, operations and plans for demand side management and leadership in energy conservation; reviews for revision or re-approval periodically by the Board of Directors.

**Reporting Relationships:**

- Reports to: Board of Directors
- Supervises: Vice President Finance/CFO, Vice President Operations and Engineering, Vice President Customer Service and Communications, Human Resource Manager, and Executive Assistant
- External relationships: New and existing consumers/members of the cooperative, general public, federal, state, county, and local officials, suppliers, contractors, trade organizations

**Specifications:**

**Education and Experience:**

Bachelor’s Degree in Engineering, Business, Accounting, or other related field. Significant experience in the electric utility field is considered in lieu of a degree. A Masters in Business Administration (MBA) is encouraged. Demonstrated experience in management of an electric cooperative and/or other utility is preferred.

**Skills and Abilities:**

Strong leadership, interpersonal, communication, analytical and organizational skills. Proven visionary and strategic thinking. Ability to speak publicly at a wide variety of official functions as the chief spokesperson for the cooperative. Working knowledge of computers and other technology.

**Additional Expectations:**

Present a professional image, as the Chief Executive Officer of the cooperative.

**Physical Demands and Working Conditions:**

**Summary:**

Work in a climate controlled office environment with minimal physical exertion. Activities include intense mental focus, decision making, attending meetings, making presentations and communicating with employees, colleagues, consumers, and the general public via telephone, personal visits, and written communication.

**Definition of frequency examples:**

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

<b>Physical Demands Required to Perform Duties:</b>	
<b>Physical Demands</b>	<b>Frequency Examples</b>
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Occasionally
Twisting, Pushing, Pulling	Occasionally
Climbing, Balancing	Not applicable
Kneeling, Crawling	Occasionally
Talking	Frequently
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently
Bending	Not applicable
Gripping, Grasping	Occasionally

<b><i>Physical Demands Required to Perform Duties:</i></b>	
Other physical demands	Mental and emotional pressure as a result of management responsibility
<b>Working Conditions</b>	<b>Frequency Examples</b>
Exposure to outdoor conditions	Occasionally
Low visibility	Not applicable
Noise	Not applicable
Moving parts	Not applicable
Energized equipment	Not applicable
High, exposed places	Not Applicable
Radiant energy	Not Applicable
Exposure to chemicals	Not applicable
Vehicular traffic	Frequently
LED/LCD screens	Frequently
Slippery conditions	Occasionally
Other environmental conditions	Not Applicable