



City of Roseville **Assistant Electric** **Utility Director**



An Outstanding Career Opportunity

Roseville Electric Utility, an enterprise department of the City of Roseville, California, is conducting a national search effort to seek dynamic, engaging, and highly qualified professionals for consideration for the position of Assistant Electric Utility Director. This newly created position joins two similar Assistant Directors in the organization in order to round out the overall skills of the Executive Team. With an initial focus on financial and administrative services, the selected candidate for this position will be expected to continue growth and expansion into other areas through a rotation program, further developing generalist skills and executive leadership qualities. This position requires at least six years of increasingly responsible senior level management experience related to electric utility operations. Extensive financial expertise including being a strong proponent of technological, solid knowledge of ratemaking, regulatory and legislative aspects as well as the ability to quickly adapt and pivot in a fast-moving and exciting environment is also required.

The Community and Region

The City of Roseville, California (approximately 135,868 population) is a progressive city that embraces the future while treasuring its heritage and history. Located in scenic Placer County along the eastern edge of the Sacramento Valley at the base of the Sierra Nevada foothills, Roseville is a mere 16 miles from Sacramento, the state capital. The strength and balance of Roseville's diverse economy allows the city to thrive. Housing options are varied and affordable.

Residents have plenty of options for entertainment, cultural activities, recreation and major sports. Whether it's the wineries of Napa; the outdoor activities of Lake Tahoe, Folsom Lake, or Lake Natoma; the city life of San Francisco and the Bay Area; or a little further south to the beauty of Yosemite, Roseville is within driving distance of the best that Northern California has to offer. Abundant sunshine from April to October is ideal for hiking, biking and outdoor activities. And, during the winter months, it is only a short drive for incredible cold-weather activities (i.e. skiing or snowboarding) in the Lake Tahoe region.

Overview of the Organization

Roseville operates under the council-manager form of municipal government. Council members are elected at-large to four-year terms of office. The City Council enacts laws and establishes administrative policy for the City, while the City manager is responsible for the City's strategic vision, implementing City council policy, and the administration of day-to-day operations. There are 15 departments within the organization, 2 of which are enterprise departments (Environmental Utilities and Roseville Electric Utility). The City of Roseville is a full-service city with both police, fire and electric utility. The City is financially stable with healthy reserves. Total budget is \$494 million with city-wide staff of approximately 1,086 full time employees.

Roseville Electric has a budget of over \$160 million for FY17 supported by a total complement of 150 staff. The physical location of the office is at 2090 Hilltop Circle, a short distance from City Hall. Roseville's Civic Center is adjacent to a quaint and walkable downtown that has experienced a recent renaissance of shops and eateries.

Responsibilities of the Assistant Director

This at-will position reports to the Director and assists in the overall strategic and operational responsibility for finance and administration, rate making, compliance, and legislative monitoring as well as managing and directing the operations activities of the Electric Department including oversight of staff, programs, and related activities.

The Assistant Electric Utility Director (Assistant Director) is responsible for managing a small staff of 25 and a budget of over \$5 million for FY 2017. The selected candidate will

be well-equipped with significant career experience in the utility field, either from local government or private sector. The Assistant Director will ensure that Roseville Electric's fiscal, operations, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization.

In addition to providing organizational leadership and financial expertise, this experienced professional will also focus on the following specific areas of responsibility:

- Assist in development and implementation of organization-wide goals, objectives, policies, and procedures as well as monitor work flow and evaluate work products and outcomes;
- Assist in preparing the Department's budget, forecasting for staffing, capital improvements, and equipment;
- Direct financial planning and oversee the work of municipal bond issuances, refunding and municipal bond management activities with the City's Finance Department including meeting with rating agencies and other financial entities to communicate activities, financial projects, and results in support of bond ratings;
- Oversee operations of the regulatory and reliability compliance, business and financial planning, forecasting and reporting, and other public benefits;
- Develop policies, procedures, and protocols for ratemaking to ensure stable and competitive costs;
- Oversee electric utility legislative and regulatory programs on both statewide and national basis including collaboration with joint action agencies such as the Northern California Power Agency, Balancing Authority of Northern California and trade associations (California Municipal Utilities Association and American Public Power

Association) to optimize the reliable and cost effective use of resources and successful legislative platform;

- Recommend appointment of personnel, conduct performance evaluations, implement discipline procedures, and establish high standards for best practices;
- Manage the Request for Proposal process, recommend the selection of consultants and contractors, develop project schedules, and serve as project manager on large, complex or sensitive projects;
- Represent and participate with outside agencies and professional organization including providing technical assistance in support of the Roseville Electric Utility;
- Ensure the ongoing fiscal health of the organization through sound financial practices including completion of quarterly financial reports, annual audit and required FERC and other regulatory reporting; and
- Serve in the absence of the Director, as needed.

Desired Characteristics

The ideal candidate will have senior-level experience with an electric utility (public or private) and a willingness to contribute at a high-level across many spectrums of the organizational structure.

The Assistant Director will have a collaborative leadership style to assist in guiding the organization and bringing immediate credibility to the role. Other key and important attributes of being persuasive, straight-forward, adding value and being trustworthy are essential.

Additionally, the Assistant Director will be a self-assured individual with the ability to exercise a high degree of





common sense and sound judgment with superb communication skills required for public presentations to the Roseville City Council and Public Utilities Commission, state and federal legislators, regulators and staff, professional organizations, and community groups. The Assistant Director will also be an excellent manager of people and resources with a commitment to teamwork and accountability.

Poise, confidence, and a comfort level with active participation on statewide and national legislative process, from concept to fruition, will also be important attributes for the Assistant Director.

Other desired qualities include having outstanding leadership skills necessary to lead with passion and integrity, being mission-driven and self-directed. A good sense of humor will importantly complement these attributes and contribute to a good healthy balance both professionally and personally.

Qualifying Education and Experience

Candidates should hold a Bachelor's degree in business, public administration, economics, engineering, mathematics, or a related field. Fully qualified candidates will also possess at least six years of progressively responsible experience related to electric utility operations (municipal or private). An advanced degree may be an added benefit.

Certifications: No certifications are required although an added plus may be CPA license or other local government financial certifications. Registration as a professional engineer may also be deemed a plus combined with the appropriate career experience.

Compensation and Benefits

Salary is \$161,678 – \$216,664 and will be based on qualifications and career experience. A competitive comprehensive benefit package including CalPERS (2.7% @ 55-Classic Members; 2% @ 62-New Members), generous leave package (vacation/holiday/sick/management leave), deferred compensation plan (City contribution after 5 years), retiree health (Tier III), ample free parking, life insurance, disability, and expense reimbursement for business/travel budget will also be offered. The selected candidate may also receive assistance with moving and relocation costs.

To Be Considered

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and current salary to apply@ralphandersen.com. The closing date for submittal of materials is Friday June 9, 2017. First review to begin week of June 12th. Interviews anticipated to be in late June or early July. This comprehensive process will include a completion of supplemental questions, possible mock presentation, participation in Oral Panel Interview and completion of city application (for finalists).

This is a highly confidential process. Professional references will be contacted later in the process once mutual interest has been established. A completed release will be required by top candidates to verify employment, education and other verifications, as appropriate.

If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at 916.630.4900 or email heather@ralphandersen.com. Confidential inquiries are welcomed.

**Recruitment Services Provided by
Ralph Andersen & Associates**