

Position Description
Tell City Electric Department

Position Title: Superintendent

Status: Full-time "Exempt"

Position Reports to: Board of Directors

DUTIES. The Superintendent shall be responsible for the business and technical operation of the Tell City Electric Department and:

- Planning the Electric Department's long and short term operational needs, maintaining records, preparing the annual budget, procuring supplies and equipment, and participating in the preparations for new equipment and facilities;
- Directing all Electric Department activities through subordinate employees;
- Directing, assigning and being responsible for the activities and performance of all Electric Department employees; organizing, reorganizing and arranging the Electric Department's employees as best serves TCED, subject to approval by the TCED Board; selecting, placing, training, transferring, dismissing and recommending dismissal of personnel subject to TCED regulations, applicable collective bargaining agreement, state law and the direction of the TCED Board;
- Enforcing all applicable rules and regulations, ordinances, laws, general and special orders, City and TCED directives and the collective bargaining agreement; suggesting new or amended regulations, rules and procedures deemed necessary for the best operation of TCED;
- Maintaining effective working relationships between employees, government officials, and the general public; addressing public groups regarding the activities of TCED and promoting public understanding of the Electric Department's work and policies;
- Serving as the TCED Commissioner on the IMPA Board of Commissioners; and
- In general, performing all duties incident to the office of the Electric Department Superintendent and such other duties as may be prescribed by the TCED Board.

COMPENSATION: Depending on qualifications.

Position Requirements:

- Education: Associate Degree or Bachelor's Degree required, preferably in Business Administration, Economics, Engineering or other related areas. Applicants with degrees in aforementioned areas will be given selection preference if they have had college level technical courses or technical subjects in short courses through seminars and workshops.
- Experience: A total of ten (10) years' experience in the electric industry or related areas with five (5) years' experience at the management level is desirable, either as a Manager, an Assistant Manager, District Manager or Department Head in an electric utility. Consideration of experience will be based upon involvement in management functions while on-the-job with particular emphasis on results; expectations in planning, direction and controlling.

For a full Job Description, Please contact Tell City Electric Department at:

Paige Schank
Accounting Manager
Tell City Electric Department
P O Box 9 Tell City IN 47586
812-547-3411
pschank@tellcityelectric.com