



COMMISSION POLICY

Commissioner Position Description

Category: Governance	Subcategory: Governance	Policy Number: 1.2.030
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POSITION: Board Member – Grand Rapids Public Utilities Commission

DEPARTMENT: N/A

DATE: October 11, 2006

ACCOUNTABLE TO: Customers being served by the GRPUC and fiscally accountable to the Grand Rapids City Council.

Primary Objective of Position:

Operating as a group within the context of its scheduled public meetings, the Commission guides management in the delivery of reliable and economical utility services by making decisions relative to the establishment of policies and to strategic planning initiatives.

Major Areas of Accountability and Job Duties:

1. Determining fundamental philosophy, mission, objectives, and policies for meeting the current and future utility needs of the community.
2. Hiring, evaluating and dismissing the general manager.
3. Maintaining direction over the performance of management and, through management, the performance of employees.
4. Controlling finances of the utility by approving the annual operating and capital budgets, authorizing subsequent changes, and approving major expenditures.
5. Approving or modifying rates charged by the utility.
6. Setting personnel policies and procedures, and confirming the hiring of employees.
7. Exercising broad control over purchasing policies and standards.
8. Reviewing, modifying and approving operating programs and activities planned and recommended by management.

9. Serving as an appeals body for persons or organizations who desire to be heard on matters under consideration by the commission, or on questions arising from utility policies, operations, or other phases of the utility's work.
10. Providing a liaison between the utility and other governmental bodies and the public.
11. Acting as good stewards of the assets entrusted to the Commission by the City Council.

Desirable Qualifications:

Education/Experience

A college degree in the following fields and/or ten (10) years progressive experience in a leadership role in the fields of study:

Business Management/Administration
Finance/Accounting
Engineering-Electrical, Mechanical, Civil Human
Resource/Personnel Contract/Business Law

Skills/Abilities

Previous Board/Commission experience.

Leadership role experience.

Large business/organizational working experience. Ability to add value to the functions of the GRPUC.

Knowledge/experience of regulatory issues and working in a regulated environment. Ability to promote excellence in management.

People skills on all levels.

Ability to promote effective use of funds and/or resources.

Qualities

Integrity and honesty with all customers, employees, outside agencies/regulators, other governmental entities and other GRPUC members.

GRPUC decisions must be non-political, based on evaluated facts, and made in the best interest of the customer.

POLICY HISTORY:

Adopted: October 11, 2006

Revised: