



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: June 25, 2025

AGENDA ITEM: Consider a motion to approve the updated job description for the Finance Manager and authorize the internal and external advertisement for the position.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

Our current Business Services Manager, Jean Lane, has notified us of her intent to retire in early 2026. In preparation for her transition, staff have updated the job description and request authorization to proceed with both internal and external recruitment efforts. The current position of Business Services Manager is being retitled to Finance Manager to more accurately reflect the responsibilities and scope of the future role. In addition to the title change, the job description has been revised to align with current organizational needs and to better support the financial operations of Grand Rapids Public Utilities.

As discussed at the June Commission Work Session, it is our intent to have Jean's successor hired this fall so together they can learn the new ERP system and complete the year end and audit processes.

RECOMMENDATION:

Approve the updated job description for the Finance Manager and authorize the internal and external advertisement for the position.