

**Board of Directors Special Meeting/Work Session**  
*2000 East Horsetooth Road, Fort Collins, Colorado*  
*Friday, July 8, 2016, 2:30 p.m.*

Call to Order

- 1) Discussion of board goals and expectations of the General Manager/CEO
  - a. How should the board document goals and expectations?
  - b. When should the board schedule an initial review of performance?
- 2) Discussion of the terms of employment for the General Manager/CEO
- 3) Review of the Strategic Plan – does it provide necessary direction?
- 4) Discuss the need for a board retreat to improve board effectiveness
  - a. Goals for retreat
  - b. Is a neutral facilitator necessary/helpful?
  - c. Schedule

Adjournment

## Job Description

**Position Title:** General Manager/CEO      **Reports To (Title):** Board of Directors

**Department:** 10 - General Manager      **Job Type:**     Exempt     Non-Exempt

**Work Location:**     Headquarters  
                                  Rawhide Energy Station      **Last Updated:**      July 2016

### Job Purpose/Summary:

The General Manager/Chief Executive Officer (GM/CEO) is responsible for providing leadership and direction for the safe, ethical, and effective operation of Platte River and for advising, consulting with, and making recommendations to the board of directors with respect to all elements of Platte River strategic direction and operations.

### Essential Functions:

- Formulate and recommend strategies, policies, goals, and objectives for approval by the board of directors
- Accountable for any and all safety, compliance, financial, operational, and other results and performance of Platte River
- Develop and implement approved plans, strategies, and tactics, which result in achievement of board-approved Platte River goals and objectives
- Personally develop and maintain contacts, and serve as the primary representative of Platte River with owner cities, industry leaders, legislative and regulatory, media, citizens groups, and other key stakeholders
- Promote and develop strong working relationships between Platte River staff and their counterparts or interested others within the staff's of the owner cities, industry peers, regulators, and etc.
- Provide for the acquisition, deployment, retention, and development of key management personnel, and ensure the organization is staffed with and developing competent people who can effectively achieve Platte River strategic objectives in the short and longer term
- Actively promote the philosophy and benefits of Public Power
- Ensure that assets are protected and deployed appropriately in a fiscally responsible manner that reflects Platte River's public ownership status

### Other Functions:

- Serves as primary staff representative for board meetings, ensuring that quality agendas and materials are provided
- Ensures board members are made aware of issues impacting the industry
- Ensure Platte River conducts appropriate "boundary scanning" to stay current on industry, business, societal, legislative, and regulatory trends
- Performs other duties as assigned

**Supervisory Duties:**     Yes (*fill in this section*)     No (*skip to Job Requirements section*)

- # of direct reports: 6 - 8
- Span of control: 240

**Job Requirements:**

*Education: (Include degrees or diplomas required.)*

- Bachelor's degree in business, engineering, or related field  Required  Preferred
- Graduate degree in business, engineering, or related field  Required  Preferred

*Experience: (Include the nature and length of experience.)*

- Experience and progressively responsible assignments in leading electric operations, including plant and transmission system engineering, plant and system operations, and energy supply at the executive level. May include executive experience in legal, financial, or customer aspects of the business  Required  Preferred
- Experience interacting and managing relationships with boards of directors and senior level representatives in legal, regulatory, customer, and commercial settings  Required  Preferred

*Knowledge/Skills: (Include specific knowledge, skills, and abilities required.)*

- Managerial acumen to develop, retain, and motivate a talented and engaged workforce  Required  Preferred
- Ability to develop and sustain a safety and compliance culture throughout the organization  Required  Preferred
- Financial and budget ability at an organization level  Required  Preferred
- Knowledge of electric utility industry generation and transmission technology and industry trends  Required  Preferred
- Highly motivated, strong work ethic, and ability to motivate others to meet organizational goals  Required  Preferred
- Effective communicator with internal and external audiences  Required  Preferred
- Adheres to the highest level of ethical standards  Required  Preferred
- Effective strategic thinking, business planner, and organizer  Required  Preferred
- Ability to develop and maintain an effective senior management team  Required  Preferred

*Licenses/Certifications: (List licenses, certifications, or registrations required.)*

- Professional Engineering  Required  Preferred

**Physical Requirements & Environment:**

- Able to perform the physical, mental, and environmental requirements of the job's essential functions with or without accommodations

- Sitting 50%    
  Standing 25%    
  Walking 25%    
  Lifting up to \_\_\_ lbs. \_\_\_% of time  
 Inside Office    
 Outside    
 Plant: exposure to heat & noise