

NOTICE TO THE PUBLIC

JOB POSTING

Director of Electric Services

Posted: 04/11/2022

End Date: Posted Until Filled

The City of Monroe is now accepting applications for the position of Director of Electric Services. This position is responsible for planning and directing the general operation of the electric department for the City of Monroe.

Qualified applicants must:

- Have a Bachelor's degree in Electrical or Civil Engineering, or closely related field and a minimum of five (5) years of progressively responsible and supervisory public utility experience; or equivalent combination of education and experience.
- Have possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans, manages, and coordinates the general operation of the electric department.
- Directs the management of the financial, property, equipment, and personnel resources of the electric department.
- Develops and implements operating policies and procedures and short- and long-range plans for the electric department.
- Informs the City Council of legislative and regulatory issues affecting the operations, services, and financial status of the electric department.
- Recommends policies and procedures to the City Council.
- Prepares presentations and reports to the City Council and other groups and organizations.
- Prepares the annual electric division's budget for presentation to the City Council.
- Prepares and delivers status reports on the budget, construction projects, and capital purchases to the City Council.

The City of Monroe offers a comprehensive benefit package. Pay commensurate with experience and qualification. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655 or emailed to Human Resources at hr@monroega.gov or lrussell@monroega.gov.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.