

**Title:** General Manager  
**PG:** PB1  
**Status:** Non-Civil Service  
**Position Reports to:** City Manager  
**Department:** Lakeland Electric

**Class Code:** 1038  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is administrative and executive work directing the operation of Lakeland Electric. Work involves broad financial, technical and operational responsibilities that are performed through authorities derived from the City Manager. Performance is reviewed by the City Manager for effectiveness and efficiency of departmental operation in conformance with established goals and policies.

**ESSENTIAL FUNCTIONS:**

1. Develops, maintains, and insures conformance with policies and procedures for the operation of Lakeland Electric.
2. Directs preparation of annual budget and controls operations within approved budget.
3. Ensure operations in accordance with City policies and state and federal regulations.
4. Prepares reports, memos and presentations for City Manager, City Commission and other external organizations.
5. Develops programs for future growth of the utility.
6. Establishes and maintains policies to ensure safe working conditions and practices are maintained within the department.
7. Ensures proper financial management of the utility.
8. Establishes goals and objectives for department, groups and divisions.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of management theory and practice.
2. Extensive knowledge of the principles and practices of administering and directing the activities of managerial, professional, technical, skilled and unskilled personnel in a large organization.
3. Extensive knowledge of utility organization, operation and practices.
4. Thorough knowledge of federal, state and local laws and regulations pertaining to electric utilities.
5. Ability to plan and enforce a balanced budget.
6. Ability to plan, direct and coordinate a varied work program on a large scale.
7. Ability to establish and maintain effective working relationships with supervisor, direct reports, the community at large, and public and private officials.
8. Ability to maintain effective public relations.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to traffic, no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception .

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**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major in business or engineering, supplemented by specialized training in electric utility administration.
2. Six (6) years of experience in the management of an electric utility.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.