



JOB DESCRIPTION FORM

Division/Department	Executive
Location	Columbus General Office
Job Title	President/CEO
Reports to	Board of Directors

Level/Grade <u>CEO</u>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours _____ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Job Code _____		

POSITION DESCRIPTION

The President and Chief Executive Officer is responsible for providing visionary direction and company-wide leadership for safe and effective operation of the District and for advising, consulting with, and making recommendations to the Board of Directors with respect to all elements of District operations. The CEO is responsible for planning, organizing, directing, and controlling all activities of the District within a policy framework established by the Board. The CEO must be skillful in managing diverse functions and developing strong operations with an enhanced awareness of organizational safety, cost efficiency, and positive employee morale.

EDUCATION AND EXPERIENCE

- Bachelor's of Science Degree (Postsecondary level)
- At least ten years of management experience
- Maintain a valid Nebraska driver's license with a responsible driving record

ESSENTIAL JOB FUNCTIONS

- Responsible for formulating and recommending policies and programs for approval by the Board of Directors and regularly provide status reports of each to the Board through a variety of formal and informal communication strategies
- Provide management and operational direction to staff through appropriate recruitment and selection of employee talent, useful and meaningful feedback on work performance, strong fiscal stewardship, creation, communication, and enforcement of company policies and procedures, and effective use of various formal and informal means of communication
- Develop and execute plans, strategies, and tactics that will result in achievement of the District's mission, goals and objectives within legal/ethical parameters and through reasonable allocation of company resources, e.g., people, time, money, space, and equipment
- Provide for support, direction, and development of key staff and ensure that their scope of authority and responsibility is well-defined and understood with respect to policy, company commitments, expenditures, and actions affecting personnel
- Represent the District by regularly initiating and/or participating in a variety of diverse community activities; actively seeking out opportunities for contact with local, state, regional, customer, industry and government organizations for the promotion of public power

NON-ESSENTIAL JOB FUNCTIONS

- Research, analyze, and interpret industry trends
- Promote active participation in community activities by employees
- Attend all safety meetings and serve on committees as requested

WORK ENVIRONMENT

- Occasional interruptions throughout the work period
- Competent use of the telephone and computer equipment
- Availability and accessibility to staff and employees when they need executive direction
- Maintenance of confidentiality on all work issues, despite public access to company information
- Accountability for all individual and collective work-related results and performance of District employee

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs		x		
11-15 lbs		x		
26-50 lbs		x		
51-75 lbs	x			
76-100 lbs	x			
+100 lbs	x			

SEEING	Never	Occ	Freq	Cont
Near Vision			x	
Far Vision			x	
Color Vision			x	

VERBAL COMMUNICATION				x
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REACHING	Never	Occ	Freq	Cont
Out		x		
Overhead		x		
Low (below knees)		x		

CLIMBING	Never	Occ	Freq	Cont
Stairs		x		
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing		x		
Bending Over		x		
Carrying		x		
Crawling		x		
Eye/Hand/Foot Coordination		x		
Grasping		x		
Kneeling		x		
Pulling		x		
Pushing		x		
Sitting			x	
Standing		x		

REVIEWED BY	KIM GRUBAUGH	<i>Title</i>	V.P. OF ADMINISTRATIVE SERVICES
APPROVED BY	NEAL SUESS	<i>Title</i>	PRESIDENT/CEO
DATE APPROVED	SEPTEMBER 1, 2008		
REVISED DATE	SEPTEMBER 24, 2024		