Deep East Texas Electric Cooperative is a member-owned distribution cooperative with headquarters located in San Augustine, TX. In addition to serving over 42,000 distribution meters in rural East Texas, Deep East owns and maintains a substantial closed loop transmission system. Deep East Texas EC is seeking a General Manager (CEO). The new General Manager will lead the cooperative in a culture of safety, integrity, teamwork and innovation.

The ideal candidate possesses the following:

- A background in rural electric cooperative operations, engineering, finance and/or communication with roles progressively increasing in responsibility.

- A minimum of 5 years in a senior staff or CEO role at a rural electric cooperative

- Excellent managerial and relationship building skills

- Experience working with a Board of Directors

- Experience fostering a culture of safety and collaboration in an organization

- A bachelor’s degree in a related field such as engineering, business management, accounting or communication

A full job description follows.

To apply please submit your Resume with cover letter by November 9, 2018 to the Human Resources Department at Deep East Texas Electric Cooperative, Inc. at the following email:

Belindaw@deepeast.com
Position Title: General Manager   Job Code: A100
Department: Administration   EEOC Class: Officials and Managers
Reports To: Board of Directors   FLSA Status: Exempt
Date Written: 07/97   Date Revised: 10/18

General Summary:
Manages the overall operation of Deep East Texas Electric Cooperative, Inc. by delegating projects to managers dealing with construction, maintenance, operations, engineering, consumer/member services, community relations, consumer billing, payroll, and insurance. Advises and assists the Board of Directors on strategic planning including creating objectives, developing policies, and planning projections for the future of the Cooperative.

Essential Job Functions:
1. Leads a team of staff and supervisory personnel for the purpose of planning and scheduling work, exchanging ideas for effective management practices, determining methods for work, handling problems or concerns, and establishing more efficient operations of the Cooperative and to ensure compliance with Cooperative policies and the regulatory agencies. (40%)

2. Communicates with the Board of Directors about the operations of the Cooperative through monthly financial and statistical reports, long-range work plans, financial forecasts, power requirement studies, and contractual agreements. Advises and assists the Board of Directors of changes in the electric utility industry and in developing plans for the direction of the cooperative. (15%)

3. Negotiates contracts with major commercial and wholesale power accounts and continues member relations through frequent contacts with the business representatives of these accounts. (10%)

4. Serves on Boards of Directors for Generating and Transmission Cooperatives and is responsible for planning and negotiating long-term power requirements of member distribution cooperatives. (10%)

5. Reviews and consults with management staff and consulting engineers about the anticipated power requirements of the Cooperative and PUC filings and recommends appropriate actions to the Board of Directors to ensure ample supply of power. (5%)

6. Prepares for meetings by writing reports and preparing presentations and represents the Cooperative legislative bodies and other regulatory agencies. (5%)
7. Attends and participates in national, state, regional, and local meetings or conferences and serves on committees when appointed by industry officials and required by the Board of Directors. (5%)

8. Secures financial projections for Cooperatives’ long-range work plan by reviewing and analyzing budget requirements and auditor’s financial reports. Works with partnered lenders to ensure adequate project funding. (5%)

9. Reviews all invoices prior to payment and approves all purchase requisitions and expenditures exceeding $20,000.00 or other large amounts. (5%)

10. Performs other miscellaneous duties as assigned by the Board of Directors.*

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and usually equal 5% or less of time spent. However, these tasks still constitute important performance aspects of the job.

**Knowledge, Skills, and Abilities:**

1. Knowledge of long term strategic planning and strategic management practices and principles.

2. Knowledge of rural electric cooperative administration management policies and procedures.

3. Knowledge of human resources and financial practices and principles.

4. Knowledge of cost separation and other financial planning procedures.

5. Knowledge of company policies, procedures, products, and services.

6. Skill in making strategic decisions and monitoring electric utility industry trends.

7. Skill in analytical thinking, negotiating, and problem solving.

8. Skill in reading, understanding, and interpreting various financial, budgetary, and industry reports and recommendations.

9. Skill in operating various office equipment such as telephone system, personal computers and portable devices, calculator, copy machine, facsimile machine.

10. Skill in oral, written, and public communication, especially during presentations to the Board of Directors.

11. Ability to communicate with employees, management staff, industry representatives, and other business contacts in a professional and courteous manner.
12. Ability to advise and assist managers and supervisors in report preparation, decision making, and operational functions.

**Education and Experience:**
Bachelors degree in a related field or course work in rural electric cooperative management, accounting, electricity, or communication or equivalent plus five to ten years of supervisory, electric cooperative, or strategic business experience or equivalent work experience.

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