



THE CITY OF CLEARWATER, FLORIDA,
HUMAN RESOURCES DEPARTMENT
INVITES YOUR INTEREST IN THE POSITION OF

EXECUTIVE DIRECTOR OF GAS SYSTEM

OUR VISION:

Clearwater will be a uniquely beautiful and vibrant community that is socially and economically diverse; that invests for the future; and that is a wonderful place to live, learn, work, visit and play.

Clearwater proudly celebrates the quality of our experiences, spirit and opportunities.

Jon Jennings, City Manager



COMMUNITY BACKGROUND

Located between the Gulf of Mexico and Tampa Bay, the city of Clearwater combines the natural beauty of a tropical environment with safe, affordable, active living and opportunities for personal and professional prosperity.

From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching to fishing, cheering the Philadelphia Phillies in spring training to attending theater and concert events at Ruth Eckerd Hall and Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of approximately 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

THE ORGANIZATION

In the support of the City Council's Strategic Direction of providing cost-effective municipal services and infrastructure, the Clearwater Gas System is a municipally-owned gas utility that provides economical and reliable natural and propane gas energy to residents and businesses in our service territory.

Clearwater Gas System services more than 28,000 natural and propane gas customers throughout north Pinellas and Pasco counties. Clearwater Gas System is the fourth largest municipal gas system in Florida and ranks 34th out of nearly 1,000 public gas systems in the United States. Service territories include 20 municipalities and unincorporated areas within northern and central Pinellas County, western and central Pasco County, and northwestern Hillsborough County.

THE POSITION

The Executive Director of Gas System will serve as the leader of the Clearwater Gas System and will be responsible for ensuring the department meets the operational standards and strategic direction of the city of Clearwater.

The Executive Director of Gas System would be responsible for:

- Providing expectations, leadership, and guidance to all direct reports.
- Maintaining a departmental strategic plan which is consistent with the strategic direction of the city.
- Coordinating with other members of the Senior Executive Team to ensure that departmental operations and strategies are consistent with the City's strategic direction, charter, policies and procedures, and ordinances.
- Coordinates with external stakeholders to support operations and long-term strategies
- Participation in the long and short-term strategic planning both at the departmental and city levels.
- Maintaining a culture of accountability within the department.
- Ensures that reports, documents, and presentations before City Council and advisory boards are accurate and appropriate.
- Management of a departmental administrative framework that is consistent with and supportive of citywide administrative activities including but not limited to preparation of annual budget, personnel matters, and the keeping of public records.
- Defines, evaluates, and communicates project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end-users.
- Prioritizes and schedules work assignments for assigned staff; manages the recruitment, hiring, and termination of all department staff; provides performance evaluations, feedback, and possible discipline.
- Orchestrates plans to grow and expand business and improve general performance; forecasts growth and determines projected path to reach goals.
- Tracks and monitors key indicators of operating performance; summarizes and communicates information to Senior City Management; sets goals with the approval of Assistant City Manager and tracks performance; generates consistent and growing annual transfer payments to the city.
- Participates in various Industry Associations to learn and share best practices and policies; remains up to date on current trends and industry standards; implements changes and determines ways to make CGS more profitable.
- Develops and determines gas rates and recovery clause; provides annual rate planning, monthly rate adjustment, tracking of recovery, and financial return tracking; makes educated and skilled recommendations for appropriate rates.
- Must work the schedule necessary to meet the requirements of the position.
- Performs other duties as assigned.



Education:

Bachelor's Degree in Business Administration, Marketing, Engineering, or a related field. Master's Degree is preferred.

Experience:

A minimum of eight (8) years of progressively responsible managerial experience in the field of gas supply, distribution, marketing, program/systems management and strategic planning, including four (4) years of experience in managing a comprehensive gas system operation.

The Executive Director of Gas System will adhere to the highest degree of ethics, diplomacy and tactfulness, which includes solid negotiation, conflict resolution and people management skills.

The Executive Director of Gas System will also have experience and skill in planning, organizing and refining operating procedures and reviewing work of city staff and contractors; effectively presenting programs and ideas; and exceptional communication skills, both written and verbal, to include internal team communications.

COMPENSATION

The target entry salary range for this position is \$113,685 to \$147,791 DOQ. The city of Clearwater will provide the Executive Director of Gas System with a highly competitive benefits package.

HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at MyClearwater.com.

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The position is open until filled. The first review of applications will be conducted on June 24, 2022

CLEARWATER HUMAN RESOURCES DEPARTMENT

**100 South Myrtle Avenue
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Phone: (727) 562-4870

For more information, visit the city's website at MyClearwater.com.

Clearwater is an Affirmative Action/Equal Opportunity/ADA Employer.

Under Florida Law, all resumes are subject to disclosure.

