



**ASSISTANT DIRECTOR
OF UTILITIES**
City of **San Marcos, Texas**

Recruitment Services Provided By



The Opportunity

Public Power leaders: the City of San Marcos, Texas offers an opportunity to oversee a municipal electric utility for a fast-growing City in one of the most desirable areas of Texas. The next Assistant Director of Utilities will have the opportunity to experience tremendous professional growth alongside the City's growth.



About San Marcos

San Marcos, Texas is the county seat of Hays County and has a population of 67,553 across 36 square miles. Located on Interstate Highway 35 between San Antonio and Austin, the character and economy of the City is heavily influenced by Texas State University, which has a student enrollment of 38,873.

Millions of visitors are attracted to San Marcos for the serene beauty of the Texas Hill Country and some of the most popular attractions in the state. San Marcos has been named one of the “Best Places to Raise Your Kids” by Business Week and was named the “#1 Retirement Community” by Forbes. Residents enjoy convenient access to an array of amenities and unmatched recreational opportunities.

San Marcos, Texas, was founded in 1851 and incorporated in 1877. It sits at the headwaters of the beautiful San Marcos River. Archaeologists have discovered artifacts indicating the area is one of the longest continuously inhabited places in North America. The City has flourished for almost 170 years and is proud of its heritage. As it grows, San Marcos makes efforts to preserve its culture and traditions while promoting sustainable economic development.

The Texas Historical Commission and the National Trust for Historic Preservation designated San Marcos an official Main Street City in 1986. Due to its passionate commitment to community preservation efforts, San Marcos was

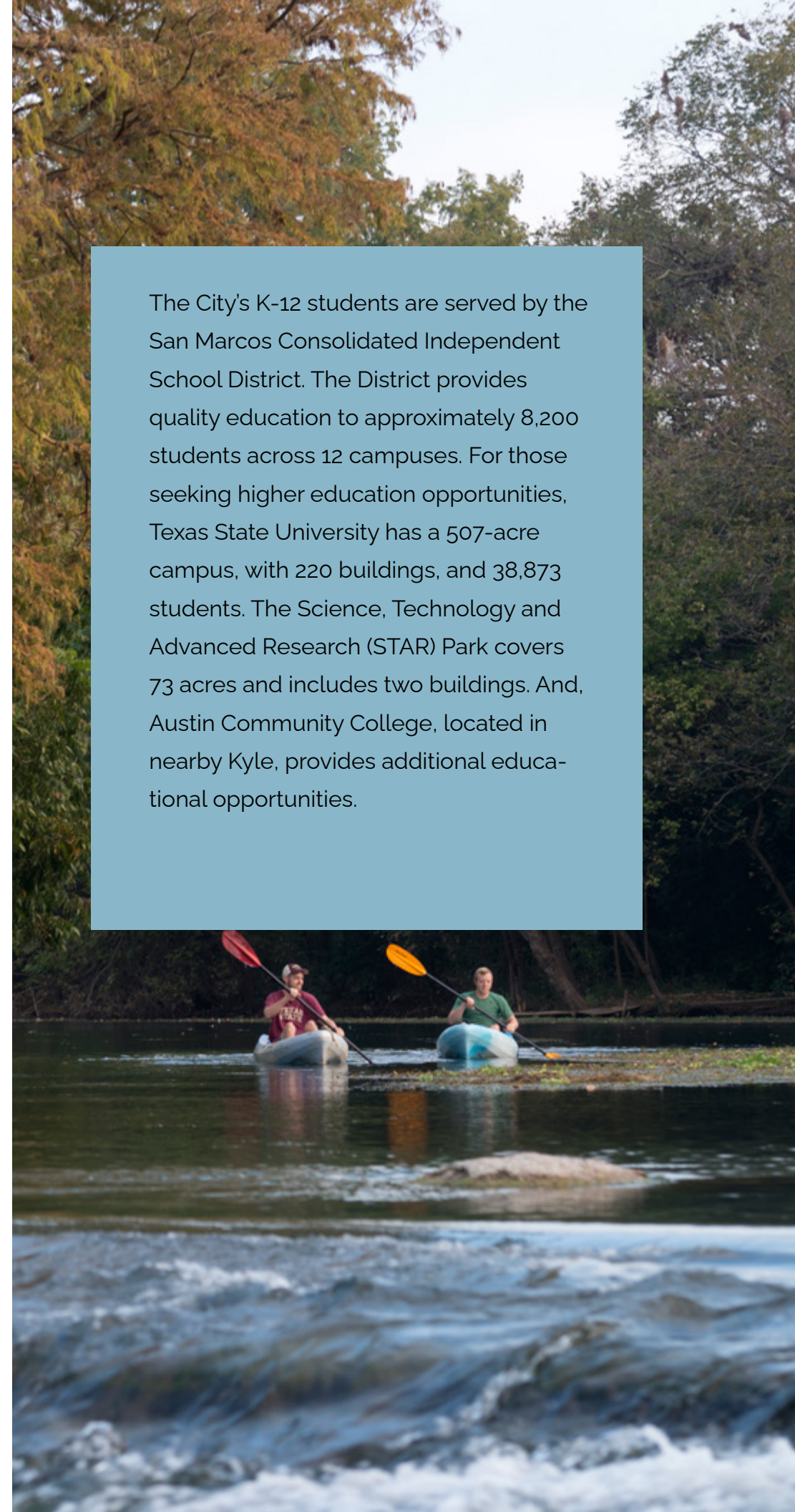
distinguished as a “Texas Treasures Community.” The City has a charming downtown and historic districts featuring great restaurants, unique locally owned shops, and eclectic markets. San Marcos is an international destination for shopping and retail development, which plays a vital role in the community's thriving economy.

The City also hosts a variety of popular annual events, such as the Mermaid Festival, Mardi Gras Parade, MLK March, and Sights and Sounds Christmas Festival. Fun can be had at Art Squared, Wine Walks, and by walking down the City Square's famous kissing alley.

Recreational opportunities for outdoor enthusiasts abound in San Marcos. The San Marcos River winds through 150 acres of parkland and, since it is always a refreshing 72 degrees, the river is enjoyed year-round. At the source of the river are the San Marcos Springs, the third largest collection of springs in Texas, which are fed by the Edwards Aquifer. The river provides excellent opportunities for swimming, canoeing, and tubing. Residents and visitors enjoy glass bottom boats to see hundreds of bubbling springs at Texas State University's Meadows Center, a unique aquatic observatory that features habitats for endangered and threatened aquatic species, archeological sites, a wetlands boardwalk, and more.

The City is home to many parks providing quality programs to residents of all ages.

The City's K-12 students are served by the San Marcos Consolidated Independent School District. The District provides quality education to approximately 8,200 students across 12 campuses. For those seeking higher education opportunities, Texas State University has a 507-acre campus, with 220 buildings, and 38,873 students. The Science, Technology and Advanced Research (STAR) Park covers 73 acres and includes two buildings. And, Austin Community College, located in nearby Kyle, provides additional educational opportunities.



City Government

The City of San Marcos operates under the council-manager form of government. The City Council is comprised of six Council Members and a Mayor, all elected at-large and without term limits. The City provides a wide array of municipal services through 850 employees in twenty municipal departments and has an all-funds budget of \$259 million. In addition to the general government functions discussed above, the City has several enterprise funds including electric utility, storm water management, transit, resource recovery, and water and wastewater. The City also operates an airport, a cemetery, and a transit system.

The goals of the City of San Marcos are to safeguard the health, safety, and welfare of the City's residents, provide for a high quality of life, including neighborhood integrity, a clean and abundant water supply, a cost-efficient electricity supply, efficient police and fire departments, educational opportunities, effective road and transportation systems, a healthy business environment, and well-maintained parkland and recreational opportunities. The organization fosters intergovernmental collaboration and communication, encourages responsible citizenship, promotes sound community and economic development, promotes high-quality affordable housing, and conserves and protects the City's natural resources and environment, in particular the San Marcos River, its springs, aquifer, and tributaries.



SAN MARCOS ELECTRIC UTILITY (SMTXU)

The San Marcos Electric Utility is operated by the Electric Utility Division of the Utilities Department and is responsible for the full breadth of electric utility functions for the City of San Marcos, including engineering, substation and distribution system maintenance, metering for all utilities, capital improvement planning and execution, and operations. The Electric Utility Division is staffed with 54 employees and has a \$68 million annual budget. The position answers directly to the Director of Utilities. Reporting to the Assistant Director are managers of Engineering Services, Metering, and Distribution Maintenance, as well as administrative personnel.

San Marcos Electric Utility (SMTXU) is a healthy business unit supporting an expanding community with a high level of regional growth in comparison to much of the country. While growth is high in the region, SMTXU's service territory is rather compact and does not include the entire city limits yet is experiencing an approximate 2% load growth per year. The City recently co-located all utilities in a new, single facility which will provide a number of efficiencies.

The system experienced an all-time consumption peak in February 2021, reaching 147 megawatts. The electric service territory is 16.5 square miles with approximately 28,000 metered customers. The Electric Utility Division consists of four (4) sections: Conservation (which is equally split with the Water/Wastewater Division), Metering, Operations and Administration, and Maintenance. The electric utility's customer base is predominantly residential with a healthy base of commercial and small-industrial customers. SMTXU's largest customer is Texas State University consuming around 12% of load.

\$ 68M
Operating Budget

54
Employees

SMTX
UTILITIES



The Position

Reporting to the Director of Utilities, the Assistant Director of Utilities has overall responsibility for the city's electric utility.

Key responsibilities include:

- Direct and manage the operation and maintenance of the electric transmission/distribution system, electrical substations, and dispatch. Supervise the planning, engineering, and delivery of power for the electric utility.
- Represent the Electric Utility with implementing codes, rules and regulations for customer installations and projects.
- Provide leadership and staff development to form effective teams in the various work groups engaged in delivering power service to the customers. Provide leadership in developing staff technical skills and training to employees in the areas of substations, metering, dispatching, and engineering.
- Identify areas of system and business needs, propose practical solutions, and assist with implementation of project plans and business decisions. Identify and justify projects for the electric system capital improvement plan. Participate in preparing and administering the division's budget and implementing the work plan.
- Direct, organize and manage the activities of the Electric Utility Division operations:
 - Prepare and manage the annual budget and expenditures.
 - Conduct personnel and staffing functions including hiring, training, supervising and evaluating the performance of assigned personnel, assign work duties, and monitor the quality and progress of work performed by staff.
- Lead and participate in studying, analyzing, planning, documenting, and preparing designs for extensions, expansions, modifications, and the maintenance of the electrical system. Project design requirements will be in distribution, transmission, substation, system protection, and equipment control areas.
- Oversee and participate in the research and development of overhead distribution and underground line construction standards and practices, including data and calculations on strengths and electrical performance. Prepare and maintain documentation for approved standards.
- Develop written documentation for design, specifications, customer plan review, pole attachment requirements, electrical review for Development Review Committee items, equipment selection, standards, procedures, agenda items for City Council, planning studies, special reports, performance metrics, project proposals, etc.
- Participate in statewide transmission system planning and operation processes including ERCOT meetings, subcommittees, and reporting.
- Assist in developing, monitoring, and administering wholesale power supply contracts.
- Serve as the authorized agent for the Electric Reliability Council of Texas (ERCOT) Renewable Energy Credit (REC) sale, transfer, or retirement program.
- Serve as the primary contact for Public Utility Commission Emergency Management.
- Monitor developing legislative issues and ensure compliance with regulatory requirements.

Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next Assistant Director of Utilities should possess certain traits that will be essential for success:

- The ideal candidate will have both strong leadership and technical skills. The size of the utility necessitates that the Assistant Director has the ability to be involved in the technical aspects of managing an electric utility, while also aligning and motivating the division toward broader city and departmental goals.
- A significant advantage of San Marcos' decision to house all utilities in a new, consolidated, facility is the opportunity to share services and reduce staff redundancies. Customer service, administrative support, GIS, and warehousing are all being transitioned into shared services across all utilities. While much of this work is underway, the Assistant Director will continue the transition and help advance the culture toward that end.
- An inclusive management style that involves others to find solutions and is oriented toward a team environment will significantly aid the success of the selected candidate.
- Similarly, an orientation toward streamlining, modernization of policies and procedures and a commitment to safety are critical traits.

Specific desirable experience includes:

- Power system planning, engineering design and project management and capital planning as related to distribution, transmission, substation or protection and control systems.
- Understanding and familiarity with modeling software for transmission and distribution systems.
- Thorough knowledge of and experience in managing or supervising design and repair or renovation of electric substation, distribution, transmission, and relay and control systems.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated leadership ability and successful team building history in high performing organizations.
- Successful negotiation of purchase power agreements, franchise agreements and pole attachment agreements.





Compensation & Benefits

The salary range for this position is is **\$180,000 to \$195,000** depending on qualifications. The City of San Marcos offers an excellent benefits package including the following:

Retirement: Texas Municipal Retirement System (TMRS) is provided with an employee contribution of 7% of salary and a 2:1 matching contribution by the City. TMRS allows for service credit from other public agencies. Additional information can be found at www.tmr.org.

Insurance: The City provides excellent insurance plans for employees and their dependent family members, including health, dental, life, long-term disability, and voluntary vision coverage. A Sick Pool Bank is offered in lieu of short-term disability.

Leave: 15 vacation days, 15 sick days, 6 personal leave days, and 12 holidays annually.

Relocation Expenses: Assistance toward moving expenses will be negotiated with the selected candidate.

The City of San Marcos offers a wide array of additional benefits. Review the [2023 Employee Benefits Guide](#) for more information.

Qualifications

The following are the minimum qualifications for the position of Assistant Director of Utilities:

Education: A Bachelor's degree in Engineering, Business, Finance or related field is required.

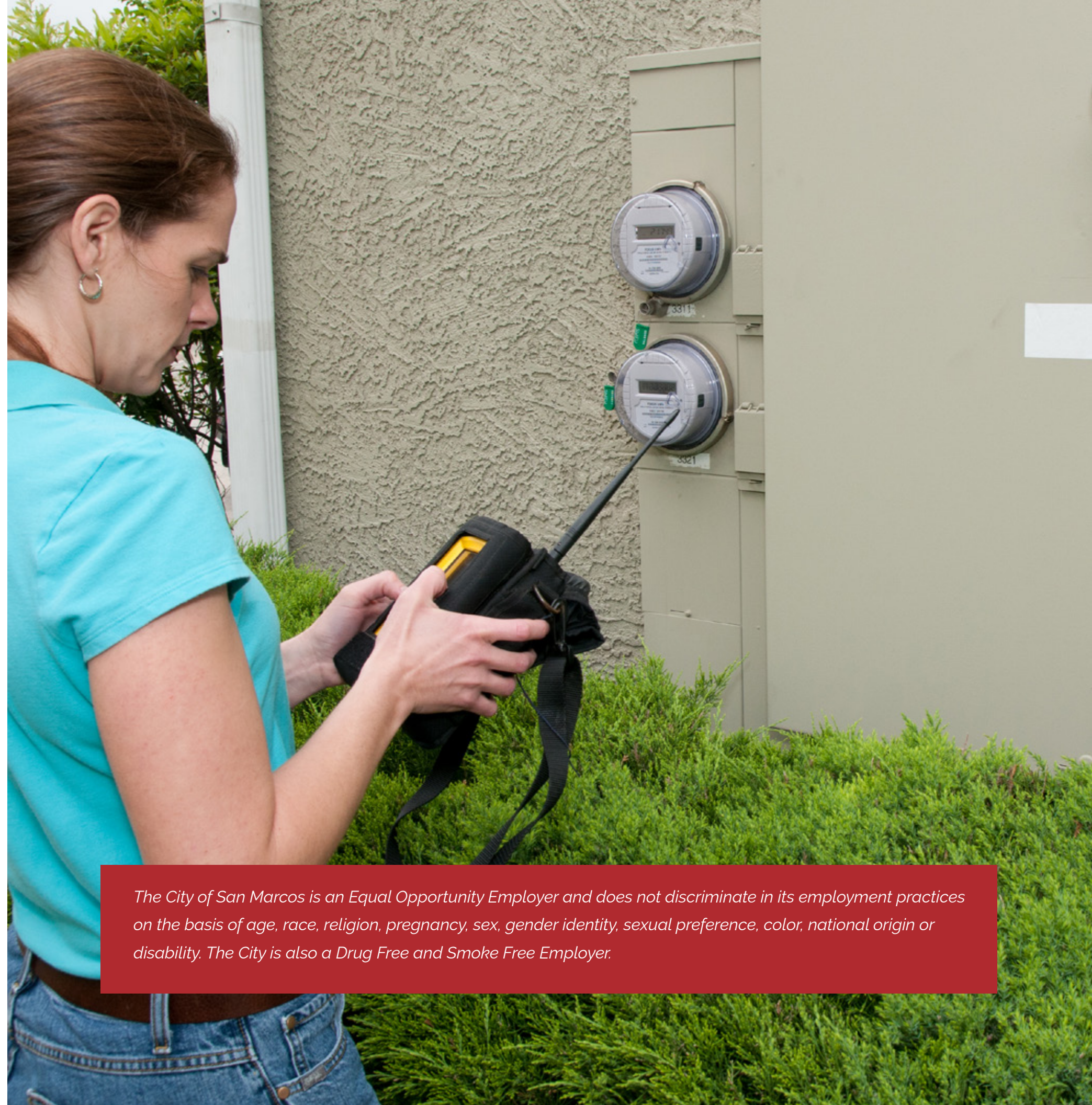
Experience: Ten years of progressively responsible management experience in the electric power utility industry, with five years in senior management.

The Recruitment Process

Interested candidates should submit a comprehensive résumé and compelling cover letter online at mosaicpublic.com/careers no later than **Monday, January 29, 2024.**

Confidential inquiries are welcomed to Bryan Noblett or Greg Nelson at (916) 550-4100.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.



The City of San Marcos is an Equal Opportunity Employer and does not discriminate in its employment practices on the basis of age, race, religion, pregnancy, sex, gender identity, sexual preference, color, national origin or disability. The City is also a Drug Free and Smoke Free Employer.