

ELECTRIC DIRECTOR

Oak Ridge, Tennessee



CORED

City of Oak Ridge Electric Department

ELECTRIC DIRECTOR OAK RIDGE, TENNESSEE

ABOUT THE CITY OF OAK RIDGE

Oak Ridge, Tennessee (population 31,402) is rich in history and natural beauty, and combines a family-friendly environment and an abundance of recreational, cultural, and educational amenities with the opportunities and challenges of a unique, growing city. Oak Ridge is home to the Manhattan Project National Historical Park. If you are looking for a safe community with low crime, top-rated schools, parks, greenways, and athletic fields, you will find it in Oak Ridge.

The City of Oak Ridge, located 25 miles west of downtown Knoxville, is in both Roane and Anderson counties. It is nestled in a valley between the Cumberland Plateau and Great Smoky Mountains. From its quiet woodlands and peaceful waterfronts, Oak Ridge has something for everyone.

The Oak Ridge City Manager is seeking an experienced manager and leader for the Electric Director position.



THE ELECTRIC DIRECTOR POSITION AND EXPECTATIONS



The Electric Director reports to the City Manager or Deputy City Manager and is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating, and control of the Electric Department and Utility Business Office; and ensures effective and efficient operation of all divisions.

Departmental supervision is exercised over all personnel within the Department. The Electric director functions as a part of the City leadership team, supporting City initiatives and activities. The director represents the City of Oak Ridge in discussions and negotiations with the Tennessee Valley Authority and other agencies involved in the generation and distribution of power as well as in discussions and negotiations with the United States Department of Energy with respect to electric power matters.

Key responsibilities include:

- Ensure the proper collection, handling and accounting for all utility, tax and other revenues for the City of Oak Ridge that flow through the Utility Business Office.
- Identify training needs and opportunities for the department; define and implement the goals and objectives for department operations.
- Research, recommend, develop, and implement policy and procedures for operational effectiveness; monitor all operations for efficient and effective application of department policies and procedures.
- Develop, recommend, and implement annual departmental budget; forecast necessary funding for staff, equipment, materials, and supplies; monitor budget throughout the year.
- Develop and recommend electric rate strategies to support the overall mission and long-term needs of the electric system.
- Provide guidance to the Mayor, City Council, professional clients, the media, and the general public.
- Conduct field visits to various projects and sites; keep informed of progress; identify future needs or projects; and observe construction and safety issues.
- Conduct on-site evaluation of emergency and non-emergency conditions to prioritize and allocate resources in extremely high-stress, long-duration events.
- Work with regulatory agencies to ensure compliance and shape future energy policy.
- Attend meetings and events on behalf of the City, which may be held after hours and on weekends, including in-state and out-of-state.
- Respond 24/7 to emergency events affecting the electric system. Serves as primary contact for emergency conditions from the Tennessee Valley Authority concerning power supply conditions and emergencies. Response may be to site of incident, emergency operation center, office or other location depending on circumstances.



CANDIDATE SKILLS AND TRAITS

- Be a motivating, empathetic leader who cultivates healthy departmental relationships across diverse teams.
- Demonstrate knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
- Manage multiple projects effectively and prioritize tasks and demands.
- Demonstrate knowledge of electrical systems and operations, including automated systems such as Automated Meter Infrastructure, SCADA systems, and system modeling.
- Apply knowledge of local, state, and federal laws and regulations pertaining to utilities, as well as rate structures and their application across all city utilities.
- Handle large sums of cash safely and responsibly, following proper techniques and applicable laws related to tax collection and processing.
- Demonstrate familiarity with Tennessee Valley Authority contracts and agreements, as well as City policies and procedures.
- Analyze complex administrative information and issues, define problems, evaluate alternatives, and recommend methods, procedures, and techniques for resolution.
- Demonstrate strong organizational and time management skills to meet multiple deadlines.
- Research and analyze detailed information, make appropriate recommendations, plan, develop, implement, and evaluate projects and programs.



CANDIDATE QUALIFICATIONS

- Bachelor's Degree in Electrical Engineering or other related engineering field and ten (10) years of progressive experience in the utilities field.
- Five years of directly related, progressively responsible administrative and supervisory experience.
- Master's Degree preferred.
- Registration with the State of Tennessee as a Professional Engineer (PE) preferred.
- Possession of a Tennessee Class "D" driver's license.
- Must meet United States Citizen requirements as determined by the United States Department of Energy
- Candidates must have a reputation for a high level of communication in their interactions with the city organization, citizens, local media and all community stakeholders.



COMPENSATION + RESIDENCY

The salary range for this position is \$125,132.80 to \$162,614.40. The city offers a competitive benefits package. **The State of Tennessee does not have a state income tax.** Under Tennessee law, applications may be subject to open records request. The Electric Director will be required to reside in the City of Oak Ridge within 12 months of appointment and maintain residency for the duration of their employment as Electric Director.

HOW TO APPLY

To qualify for the first review of candidates, applications must be submitted by **Friday, November 14, 2025, at 5 p.m.**, with resume, cover letter and contact information for five work-related references at **www.oakridgetn.gov/apply**.

City of Oak Ridge Human Resources: (865) 425-3564
Fax: (865) 425-3421

The City of Oak Ridge is an Equal Opportunity Employer.