Applications Being Accepted for PSB Vacancies

The Public Service Board is accepting applications for two vacancies, one vacancy in each of the following areas:

General Business Management - applicants must have experience and knowledge in administration, management practices, budget development and accounting methods.

Financial Management - applicants must have experience and knowledge in finance or public finance, accounting and financial management practices, investments and banking practices and standard auditing methods.

The Board oversees the management, control and operation of the El Paso Water System, which comprises El Paso's water, wastewater, stormwater and reclaimed water utilities. Members are expected to attend approximately 12 regular meetings each year, in addition to special meetings and functions.

These are volunteer **unpaid** positions for an estimated 125 hours per year of service. Duties also include responding to phone calls and email messages and meeting with elected officials and EPWater staff. Travel is infrequent but may be required.

Applicants must be U.S. citizens and El Paso County residents with community involvement experience and at least four years of experience in their respective field. A college degree is preferred. Applicants may not hold a political office or interest that conflicts with those of the Public Service Board, including real estate management or land development.

Persons interested in serving on the Public Service Board must apply no later than 5:00 p.m. MDT on Monday, October 26, 2020, by providing a detailed resume and a cover letter. Please indicate which position you are applying for. Applications can be sent by email (preferred) or regular mail to:

Zulema Jamis, Interim Executive Assistant to President/CEO
El Paso Water, 1154 Hawkins Blvd., El Paso, TX 79925
zjamis@epwater.org

The PSB Selection Committee will review the applications and recommend three applicants per each position to the El Paso City Council, which will then select one candidate for each position. The process is expected to be completed in early December 2020. For questions on the application process, contact Zulema Jamis at zjamis@epwater.org or (915) 594-5501.

PSB AREAS OF EXPERTISE, EDUCATION AND EXPERIENCE

General Business Management:

Professional knowledge and experience in administrative and management practices; budget development and accounting methods.

Work experience may include managing a single department or as manager or owner of a company; upper level manager; or owner/operator of a corporation. Facilitates work and is responsible for making sure employees are functioning at optimum levels; effectively oversees, plans, and delegates. Knowledge of business models, economics, and finance.

Responsibilities may include supervising employees responsible for production and sales, plans work schedules, makes decisions about employee rewards, reviews or reprimands, and helps to determine when the company might not be operating at its financial peak. May be directly responsible for employee reviews, training, and motivation; managing human resources, payroll, sales, advertisement, production, advertisement, etc.

Bachelor's degree and a minimum of four years experience preferred in business management, public administration, or accounting; community involvement experience that accents demonstrated leadership; no conflicts of interest; abide by a specified code of ethics; and no current political office held.

Financial Management:

Professional knowledge and experience in finance or public finance, accounting and financial management practices, investment and banking practices, standard auditing methods; knowledge in standard auditing and fiscal administration policies and practices, auditing methods and standards; and knowledge of Generally Accepted Accounting Principles, auditing and financial reporting procedures and standards. Knowledge of IRS and other tax laws and regulations; rules, regulations and practices related to the management and investment of public funds; and five-year and annual budget planning, development and control.

Work experience may include an accountant, accounting manager, and/or hold certifications in the financial area such as Chartered Financial Analyst, Corporate Finance, Association of Corporate Treasurers, Certified Market Analyst, Master of Finance & Control. Accountancy qualifications may include Certified Public Accountant, Chartered Accountant, budget and management analyst, financial manager, financial systems manager, chief financial officer, or fiscal operations manager.

Bachelor's degree and a minimum of four years experience preferred in accounting, finance, business or public administration, economics, or related field; community involvement experience that accents demonstrated leadership; no conflicts of interest; abide by a specified code of ethics; and no current political office held.

PUBLIC SERVICE BOARD
GENERAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

Public Service Board

The Public Service Board is a Board of Trustees which has been vested since 1952 with the management and control of the El Paso Water Utilities System. The Board consists of seven members including the Mayor who is ex-officio with voting authority. Trustee is a legal term that refers to a person or Board that is a holder of title to property on behalf of a beneficiary. Trustees have certain duties, some of which are fiduciary or duties of special trust, and include a duty of loyalty, defense of the trust, not to be in conflict of interest, and administer the trust in the best interest of the beneficiary, in this case the ratepayers of the system. The ownership of the system remains in the City of El Paso but the complete management, control and operation of the system is vested in the Public Service Board. To the extent permitted by municipal law, the Board operates the system with the same freedom and in the same manner as the directors of a private corporation. The Board adopts Rules and Regulations for the operation of the system which has the same effect of City Ordinances.

Board Terms and Composition

- Board members must be citizens of the United States and El Paso County residents.

- Board members can serve two four-year terms, except for the Mayor who serves while in office.

- A Board member whose term has expired serves until his/her successor qualifies, or until sixty days have passed, whichever event occurs first. After that time, the Board member has no further power to vote or participate in a Board proceeding.

- Requisite qualifications include:

    1. College degree preferred and a minimum of 4 years' experience in their respective field

    2. Community involvement experience

    3. No conflicts of interest such as real estate sales and management, land development, other water boards or other utilities (employment, elected or appointed).

    4. Abide by a specified code of ethics

    5. No current political office held

- The Board consists of seven members representing the following areas of expertise:

    1. Financial Management

2. General Business Management

3. Engineering

4. Environmental or Health

5. Consumer or Citizen Advocacy

6. Communications, Public Administration or Education

7. City Government (represented by the Mayor as Ex-officio member)

New Member Training Required

- Internal Orientation (Water Utilities, Finance, and Legal)
- Ethics and Open Meetings Act regulations
- Public Information Act

Attendance of Meetings

- Board members must commit time for attendance of scheduled Board meetings the second Wednesday of each month with meetings beginning at 8:00 a.m. unless otherwise posted. (Approximately 12 regular meetings per year). Meetings lasts 4-5 hours.
- Attend approximately three scheduled budget meetings held in November, December.
- Attend special Board meetings (emergency or urgent public necessity, etc.) as needed and scheduled by the Board Chair, and in his/her absence, by the Vice Chair.
- Attend committee meetings as assigned. (Finance and Investment Committees; Architect/Engineer Selection Committee; PSB Selection Committee; PSB Communications Committee, etc.)
- Attend meetings and receive phone calls and emails, etc., to discuss any items of concern from management.
- Attend special functions such as ribbon cuttings, grand openings, etc.
- Travel may also be required to attend conferences, meetings with legislators and staffers, etc.

- Any member of the Board, other than the Mayor of the City of El Paso, which shall be continuously absent from all meetings of the Board for a period of three consecutive months, shall, unless he or she shall have been granted a leave of absence by the unanimous vote of the remaining members of the Board, be considered to have vacated his or her office.

Compensation

Board members receive $20.00 for regular or Special Board meetings with the exception of the Mayor who receives no compensation form the Utility; payments to members are processed quarterly.

Preparation For Board Meetings

- Board Books will be electronically published for each PSB member at least 4 days before the meeting.

- In order to make an informed decision, PSB members are expected to become familiar with PSB agenda items by reviewing supporting documentations before each meeting.

- If there are questions on any item on the agenda or regarding the supporting documents, bring it to the attention of management before the meeting.

Powers and Immunities

- El Paso City Ordinance No. 752 adopted, May 22, 1952, established a board of trustees known as the Public Service Board. The PSB was given the complete management and control of the city's Water and Wastewater Utility System. All subsequent bond ordinances contain such language. The PSB adopts a strategic plan, adopts an annual operating and capital budget and sets rates and fees. The Utility must comply with the "flow of funds" and "debt service coverage" requirements as set out in the bond ordinances. The PSB hires an independent auditor to review, audit and report on the Comprehensive Annual Financial Report prepared by the Finance Department. The Fiscal Year begins March 1st and ends February 28th or 29th of the following year.

- The PSB is a component part of the City of El Paso. This includes the power to buy or lease property; to levy and collect water, reclaimed water, Stormwater, and wastewater fees or rates; to operate and maintain its water, reclaimed Stormwater, and wastewater systems; to let contracts for construction of public facilities; and to pass Rules and Regulations of the regulation of the system.

- The operation of the system is a governmental function under the Texas Tort Claims Act.

- The PSB approves its annual budget and has complete authority over expenditures and application of revenue, therefore being observant of its fiduciary duty. Individual audit fiscal year March 1st - February 28th or 29th.

- The PSB is directed to operate and manage the system with the same freedom and in the same manner as the directors of a private corporation; however as a component of the City, the PSB must follow the same rules, laws, codes and regulations that the City must follow.