

ASSISTANT ELECTRIC UTILITY DIRECTOR

DEFINITION

To assist the Electric Utility Director in managing and directing one or more major divisions within the Electric Department; to plan, organize and direct the activities of the department and assigned divisions; and to provide highly complex staff assistance to the Electric Utility Director.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next higher classification of the Electric Utility Director in that the latter has overall responsibility for the Electric Department. This is an unclassified position in which the incumbent serves at the will of the Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Electric Utility Director.

Exercises direct supervision over assigned management, supervisory, professional, and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the Electric Utility Director in managing and directing the operations and activities of the Electric Department.

Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.

Develop and implement the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Assist with preparing the department's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, capital improvements, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Plan, prioritize and monitor technical projects related to the operations of the Electric Department.

Some positions may require the ability to oversee the operations of the City electric utility regulatory and reliability compliance, business and financial planning, forecasting and reporting, budgeting, ratemaking, key account management, legislative activities, public benefits and administrative services, as assigned.

Some positions may require the ability to direct financial planning and forecasting; oversee and coordinate work of municipal bond issuances, refunding and municipal bond management activities, in coordination with the City's Finance Department, as assigned.

Some positions may require the ability to meet with ratings agencies and other financial entities regularly to present and communicate utility's activities, financial projections and results in support of bond ratings consistent with City Council priorities, as assigned.

Some positions may require the ability to oversee electric utility legislative and regulatory programs; provide support for federal and state legislative activities; coordinate and negotiate with joint action agencies such as the Northern California Power Agency and Balancing Authority of Northern California and trade associations such as the California Municipal Utilities Association and American Public Power Association to optimize the reliable and cost effective use of resources and successful legislative and regulatory representation, as assigned.

Some positions may require the ability to develop policies, procedures and protocols in the conduct of financial planning and management and ratemaking to ensure stable, competitive costs; implement practices to comply with rates and financial policies, procedures and protocols, as assigned.

Some positions may require the ability to develop policies, procedures and protocols in the conduct of energy risk management to ensure stable, competitive costs; implement practices to comply with energy risk management policies, procedures and protocols, as assigned.

Some positions may require the ability to develop policies, procedures and protocols in the conduct of utility operations to ensure safe, reliable and competitively priced utility services; implement practices to comply with regulatory compliance and operational policies, procedures and protocols, as assigned.

Some positions may require the ability to oversee operations of the City electric utility distribution operations, construction and maintenance, power engineering and new services activities, as assigned.

Some positions may require the ability to direct the safe and reliable operation, engineering, construction, expansion and maintenance of the electric utility distribution systems, including control center operations, substations, metering, system troubleshooting, warehousing, supervisory control and data acquisition (SCADA), scheduling and dispatch and customer services, while meeting reliability and regulatory and reliability compliance requirements for electric utilities, as prescribed by NERC, WECC and FERC, consistent with City Council priorities, as assigned.

Some positions may require the ability to oversee electric utility power engineering and design activities and new services functions, including short and long term capital improvement and rehabilitation plans, and federal, state and regional regulatory compliance programs; provide support for federal and state legislative activities; coordinate and negotiate with agencies such as the Northern California Power Agency and Balancing Authority of Northern California, Transmission Agency of Northern California and trade associations such as the California Municipal Utilities Association, and American Public Power Association to optimize the reliable and cost effective use of resources and successful operational, legislative and regulatory representation, as assigned.

Manage the Request for Proposal process for assigned division(s); recommend the selection of consultants and contractors; develop project schedules and serve as project manager on large, complex, or sensitive projects.

Direct integrated resource planning and forecasting, enterprise risk management, and wholesale and retail electricity market analysis; oversee and coordinate work of power management activities, as assigned.

Oversee electric systems; provide technical support for the SCADA systems and security systems; coordinate and negotiate with joint action agencies such as the Northern California Power Agency and Balancing Authority of Northern California to optimize the reliable and cost effective use of resources, as assigned.

Manage a variety of operational and administrative activities associated with the Electric Department.

Serve in the absence of the Electric Utility Director as required.

Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices associated with the operations of an electric utility.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Assist the Electric Utility Director in managing and directing operational activities of one or more major divisions within the Electric Department and may be rotated at any time based on the needs of the Department..

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Assistant Electric Utility Director

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Six years of increasingly responsible management experience related to electric utility operations.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in business administration, public administration, economics, engineering, mathematics or a related field.

License and Certificate

Possession of a valid California driver's license by date of appointment.

03-17-18

08-01-12 Assistant Electric Utility Director

11-20-10 Asst Electric Utility Director-Planning

03-01-00

03-26-98

07 01 89

10 01 88

04 10 85 Asst Electric Utility Director- Distribution