

POWER SUPPLY AND PORTFOLIO ADMINISTRATOR

DEFINITION

To plan, organize, direct and supervise activities associated with resource planning, resource acquisition and energy portfolio and power management within the Electric Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Assistant Electric Utility Director.

Exercises direct supervision over assigned professional staff.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods related to planning and acquiring power supply; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in activities that support power supply related strategies and tactics.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for purchases, equipment and services; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Apply departmental forecasts in the determination of power supply requirements; manage integrated resource planning consistent with least cost and risk management objectives; develop and administer power supply related contracts.

Oversee energy portfolio activities related to purchasing electric and natural gas supplies to meet electric utility retail, wholesale, market and reliability needs; establish economic dispatch of existing resources within resource capability and system reliability constraints; execute future, over the counter and forward contracts and trades within established risk tolerances.

Plan, develop and maintain requirements for Balancing Authority Areas operations.

Research and monitor energy market trends and price movement and establish market views.

Ensure program compliance with Federal, State and local laws, rules and regulations, including but not limited to, NERC/WECC reliability standards compliance, Renewable Portfolio Standard compliance and verification and Greenhouse Gas law compliance and verification.

Intervene and/or support intervention during the development of legislation and regulations consistent with the interests of the City.

Represent the department in projects conducted with other departments, joint action agencies, the City Council and other outside agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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 of engineering economics, resource selection, cost analysis and rate making.

Principles and practices of power generation.

Principles and practices of research, analysis and report preparation.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

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

##### Ability to:

Organize, implement and direct resource planning, resource acquisition, energy portfolio and power management operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk 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.

Apply principles of energy risk management.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

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

A typical way to obtain the required knowledge and abilities would be:

##### Experience:

Five years of increasingly responsible experience in resource management, energy trading, and generation planning, including two years of supervisory responsibility.

AND

##### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, mathematics, economics or a related field.

#### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

02-09-13      Power Supply and Portfolio Administrator

04-13-05

01-03-01

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05-01-98

10-01-88

07-01-87      Power Supply Manager