



JOB DESCRIPTION

Director of Electric Utility Services

Date Prepared: January, 2023

SUMMARY: Under administrative direction of the City Manager, leads and directs the electric and natural gas services of the Utility department; plans and directs departmental personnel; administers budgetary and fiscal aspects of utility services; plans system development and manages regulatory compliances.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Direct the operation and maintenance of the electric and natural gas infrastructure, including engineering design, and project management of related construction projects.
- Plan, procure, and manage power resource requirements, including the scheduling of power resource needs and reconciles utility purchase and sales activity.
- Develop and manage service contracts and ensures that California Independent System Operator requirements are fulfilled.
- Analyze revenue performance and cash flow as well as long-term debt obligations.
- Prepare and present fiscal plans and controls operating expenditures.
- Assure proper accounting of utility fund assets and financial reporting.
- Propose, review, and evaluate utility rate structure in relation to electrical usage, and corresponding revenues and expenditures.
- Confer with the other City departments regarding department projects and operations.
- Select, train, supervise, and evaluate the work of staff and independent contractors.
- Develop and implement division business and work plans to meet City goals and objectives.
- Review and approve construction and maintenance plans, contracts, and work orders.
- Create and oversee the implementation of energy resource efficiency programs.
- Manage regulatory compliance.
- Prepare and deliver written and oral reports.
- Provide the highest level of customer service to the public and engages the public through positive public outreach.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from a four-year college or university with a bachelor's degree in public administration, business administration, electrical engineering or a related field AND five or more years of progressively responsible administrative and leadership experience involving a major division of a governmental or private utility organization.

Knowledge of:

- Principles and practices of electric utility operations, management, and organization.
- Principles and practices of electrical and civil engineering.
- Methods, materials, techniques, and equipment used in the construction and operation of an electric utility.
- Customer service, billing and collections, and administrative and financial practices involving a public or business utility.
- Electric utility requirements, power resource management practices, regulatory oversight, and laws and construction codes related to the development, construction, and operation of an electric and natural gas utility.
- Recent developments, current literature, and sources of information regarding electric and natural gas utility administration, finance, engineering, and operations.
- Principles and practices of employee supervision.
- Budget development and administration methods and techniques.
- Project management practices and techniques.
- Techniques of training, supervision, and public relations.
- Occupational hazards and safe work methods.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Organizing and coordinating work to meet deadlines.
- Demonstrating excellent supervisory skills.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours. Must have the stamina to work long hours and attend night meetings when required.

City Manager

Date

Personnel Officer

Date