

ELECTRIC UTILITY DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Electric Department including distribution, generation, planning, retail and administrative services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to an Assistant City Manager.

DISTINGUISHING CHARACTERISTICS

The Director of Electric Utility is a department head responsible for directing the activities of the Department of Electric Utility. The incumbent exercises considerable judgment and discretion in the administration and direction of the department and its operations. This is an unclassified position in which the incumbent serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an Assistant City Manager.

Exercises direct supervision over assigned management and administrative support staff.

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

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to an Assistant City Manager and the City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Electric Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Direct and evaluate power resources and financial planning and forecasting.

Direct and oversee federal, state and local regulatory compliance activities as required of electric utilities.

Plan, organize, direct and evaluate electrical generation and distribution systems and the construction, maintenance, and operation of City electrical facilities.

Oversee the development, implementation and administration of the City's capital improvement program as related to City electrical utility facilities.

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

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

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

Ensure the City's Core Competencies of "Focus on People", "Build Trust", "Ensure Accountability", "Communicate effectively", "Collaborate Inclusively" and "Make Quality Decisions" are integrated into the workplace; model the City's Core Competencies in all interactions with the workforce and the community.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of analysis as used in selecting power resources.

Principles and practices of forecasting electric loads, cost of service analysis, and rate setting.

Principles and practices used in the construction, operation and maintenance of an electric utility and related facilities.

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

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

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the Electric Department.

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

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

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:

Seven years of increasingly responsible electrical utility experience; including three years of administrative and management responsibility.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in electrical engineering, business administration, public administration, or a related field.

License and Certificate

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

09-07-18

02-09-13

12-07-09

02-25-05

03-31-98

08-02-89

10-01-88

07-01-79

09-06-78

10-30-73

Electric Utility Director

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Electrical Superintendent

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Electric Superintendent