ELECTRIC TECHNOLOGY SYSTEMS ADMINISTRATOR

DEFINITION

To plan, organize, direct and supervise technology systems operations in the Electric Department, including business requirements analysis, technology and business process design, testing, and data management and analysis for business technology systems as well as design, implementation, and maintenance of electric utility operations technology systems; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Assistant Utility Director.

Exercises direct supervision over assigned professional and technical personnel.

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 for electric technology systems operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the installation, configuration, and maintenance of operations technology systems and applications including the Supervisory Control and Data Acquisition (SCADA) system, Outage Management Systems (OMS), Generation Turbine Control Systems and Generation Distributed Control System (DCS).

Plan, prioritize, assign, supervise and review the work of staff involved in business requirements development, technology and business process design, application testing, and business data management and analysis for technology systems in the Electric Department.

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 staff, supplies, 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.

Oversee establishment and implementation of policies to be in compliance with security standards

ofthe North American Electric Reliability Council (NERC) and industry best practices.

Oversee operation systems support for power generation and distribution facilities including substations, dispatch center, power plants, and backup dispatch center.

Oversee business analysis and management functions for all major technology systems in the Electric Department, including but not limited to customer information systems, enterprise asset managements, metering systems, outage management systems, and internal data management and reporting systems. This scope is consistent with the division of responsibilities between the Information Technology Department and operating Departments, and includes business requirements development, technology and business process design, application testing, and business data management and analysis.

Collaborate with central Information Technology on the development of goals, policies, and procedures; work collaboratively to establish and maintain service level agreements to ensure highly reliable technology systems in support of electric utility operations.

Collaborate with external entities such as Balancing Authority of Northern California (BANC) and Western Area Power Administration (WAPA) in regards to real-time data exchange and technology best practices.

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 employee and the public using principles of good customer service.

Perform related duties as

assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and technical methodologies related to the development, design, implementation, analysis and maintenance of computer applications related to operating and control systems in a utility environment.

Principles and methodologies related to business requirements and process analysis, application testing, and data analysis and management.

Requirements of the North American Electric Reliability Council (NERC) reliability standards.
Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

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

Principles and practices of project management.

Ability to:

Organize, implement and direct electric utility technology systems operations.

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,

and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent electric utility support practices and City and department policies and procedures.

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.

Provide technical oversight for electric utility operation technology systems and applications.

Effectively manage complex projects.

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:

Five years of increasingly responsible experience providing support to electric or similar utility in either operating and control computer systems and/or business

technology systems, including two years of direct supervisory experience.

AND

<u>Training</u>:

A Bachelor's degree from an accredited college or university, preferably in computer science, information systems, engineering, or a related field.

<u>License or Certificate</u>

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

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