**CITY OF GLENDALE**
Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
http://www.glendaleca.gov

**INVITES APPLICATIONS FOR THE POSITION OF:**

# Electrical Services Administrator

*An Equal Opportunity Employer*

**SALARY:** $10,204.00 - $14,843.00 Monthly

**OPENING DATE:** 10/17/16

**CLOSING DATE:** Continuous

**FLSA STATUS:** Exempt

**EXAMINATION TYPE:** Open Examination

**PROBATIONARY PERIOD:** One year

**PERS/PARS CONTRIBUTION:** The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

## THE POSITION

Under general administrative direction, this management position is responsible for the management and oversight of the Electric Services Section of the Glendale Water & Power Department. This position will act as the lead manager in the absence of the Chief Assistant General Manager of Electrical Services.

**Essential functions of the job include, but are not limited to, the following:**
Provides direct oversight of the Electrical Engineering Section and may be assigned to oversee the Field Operations Section.

Ensures that all Section activities are carried out safely and reliably, in accordance with City and Department goals and policies.

Analyzes, plans, designs and operates the electric system and distribution facilities in accordance with local, state and federal regulations.

Oversees both short and long-range planning for transmission, substation, and distribution facilities including systemic revisions to the Electric Capital Improvement Plan and preparation of engineering studies that provide planning level details and costs of capital improvement projects.

Performs analyses to recommend short and long range planning of the energy delivery system to maintain, improve or expand electric facilities and assets through engineering staff, consultants and contractors.

Directs staff to prepare engineering and construction standards, detailed specification, request for proposals, cost of services, project schedules, operating procedures, and Departmental budget.

Prepares periodic reports to evaluate the Department's performance in meeting strategic and performance goals in safety, reliability, finance and regulatory compliance.

Leads the Section in modernizing the electric distribution system.

Negotiates and manages contracts related to transmission interconnection and power purchase agreements and represents the City on various committees related to these agreements.

Participates in industry related committees regarding safety and reliability regulatory compliance, and other committee as necessary.

Participates in cost of service analyses, identification of funding sources, community outreach programs and other related customer-service activities.

Hires employees and implements training programs to meet the requirements of each functional area of responsibility and developing employees for succession.

Interfaces effectively with other departments.

Reviews and evaluates employees' job performance, and effectively recommends personnel action. Plans, lays out, and delegates work to subordinate employees.

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

Drives on City business.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

**MINIMUM REQUIREMENTS**

**Knowledge, Skills & Abilities**

**Knowledge of:**

Applicable Federal, State and Local laws, ordinances, codes, standards and regulations related to, safety, reliability, construction and inspection.
Engineering principles as they relate to the design, construction, operation and control of electric power systems.
Familiarity with advance technologies in renewable energy and storage systems.
Principles of contract management and the preparation request for proposals.
Principles of organization, supervision, management and staff development.
Project management, planning, cost estimating and budgeting.
State, Regional and Federal regulations pertaining to reliability compliance and mandatory environmental requirements.

**Skill in:**

Determining the best course of action in a given situation, while remaining patient and professional when leading others toward that conclusion, and being open to alternatives.
Effectively composes and prepares reports, memorandums, letters, and e-mails that are professional, easy to follow.
Leading teams toward Departmental goals and objectives.
Making effective presentations to the public.
Making independent judgments and decisions based on standard policy or procedure.
Managing complex projects.
Managing multiple priorities successfully.
Microsoft Excel spreadsheets to compile, calculate, and analyze information.
Negotiating contracts.

**Ability to:**

Communicate effectively with all levels of employees and the public, including co-workers, managers, executives, council members, commissioners, and outside agencies.

Effectively manage subordinates.
Establish and maintain smooth working relationships and effectively resolve interpersonal conflicts.
Foster a teamwork environment.
Lead, coach, instruct and motivate employees.
Model and practice the highest standard of ethical conduct.
Organize, assign and schedule workload among employees.
Proficiently read, write and comprehend in English.
Provide clear work instruction.
Provide exceptional customer service to those using GWP, in concert with regulatory responsibilities.
Read and interpret plans and specifications.
Review and evaluate employees' job performance and effectively recommend personnel action.

**Other Characteristics**
**Willingness to:**
Assume responsibility for maintaining a safe working environment.
Plan, initiate, recommend and carry out personnel actions as required.
Work necessary hours and times to accomplish goals, objectives and required tasks.

**Experience**
Eight years of recent and progressively responsible professional experience in an electric utility, four years of which must include working in a responsible supervisory capacity.

**Education/Training**
Registration as an Electrical Engineer with the California State Board of Registration for Civil and Professional Engineers.

**License(s)/Certification(s)**
Valid California Class C driver's license.

**Note**
An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.
There is no acceptable equivalent for the registration as an Electrical Engineer with the State of California.

**SELECTION PROCESS**

The examination will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: Job #16-00161
http://www.glendaleca.gov ELECTRICAL SERVICES ADMINISTRATOR

**Electrical Services Administrator Supplemental Questionnaire**

* 1. Please describe your experience overseeing the operation of electric utility, including the scope of your managerial responsibility.

* 2. Please give us an example when you led the strategic planning or development of a new electric utility program or service in response to a shifting compliance requirement, or emerging technologies.

* 3. Please give us an example of a time when you formulated, implemented, and monitored continuous improvement initiatives for the operation of an electric utility organization.

* 4. How did you FIRST learn about this position?

- ❑ City of Glendale Website
- ❑ Visited Human Resources in person
- ❑ Currently a City employee
- ❑ Friend or relative
- ❑ Saw job posting somewhere
- ❑ GTV6
- ❑ Twitter
- ❑ Other

* Required Question