



CITY OF SANTA CLARA
invites applications for the position of:

Electric Division Manager- System Support

SALARY: \$82.26 - \$106.47 Hourly
\$14,259.00 - \$18,454.00 Monthly
\$171,108.00 - \$221,448.00 Annually

OPENING DATE: 06/15/18

CLOSING DATE: 07/13/18 04:00 PM

EXAM WEIGHT: 100% Oral

TENTATIVE EXAM INFORMATION:

DESCRIPTION:

The City of Santa Clara Silicon Valley Power (Electric Utility Department) Seeks a dynamic Electric Division Manager of System Support to manage and oversee the information technology and systems programs and activities of the department.

The Division Manager will manage staff and implement technological strategic solutions, and has the opportunity to set the direction over a wide variety of key activities including development and operation of systems and equipment that are key to the delivery of energy services, maintenance of networks, computer platforms, ensure the security of the data and systems and provide reliable and cost-effective network, voice, computing and data center operations. The incumbent will be an integral part in developing the utility's technological strategic plan and managing operational plans and performance standards which meet the utility's high customer service standards. Candidate should possess a Bachelor's Degree and at least four years of progressively responsible information systems administration, including direct experience with technical project management and supervisory experience.

To receive first consideration in the screening process, the Human Resource Department must receive completed resume packets no later than 4:00 p.m., July 13, 2018.

Resume packets must include a 1) Current resume and 2) Letter of Interest and Intent. Applicants may submit packets using the "apply now" feature from the job announcement on www.santaclaraca.gov or submit hard copies to the City of Santa Clara Human Resources Department, 1500 Warburton Avenue, Santa Clara, CA 95050. Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

The Electric Division Manager annual salary is \$171,108 with the potential to go up to \$221,448.

The City offers a number of benefits to management employees, including: CalPERS Retirement Plan/Social Security: California Public Employees' Retirement system integrated with Social

Security. CalPERS 8% employee contribution. Social Security, FICA employee contribution: 7.65% of earnings (6.2% Social Security + 1.45% Medicare).

CalPERS Pension: 2.7% @55 for Classic Employees (no EPMC), 2% @ 62 for new CalPERS employees.

For a complete list of benefits, please visit www.santaclaraca.gov

This is a professional position in the unclassified service responsible for managing a Division of the Electric Department. An incumbent in this position who meets the knowledge, skills and abilities and other requirements may be assigned to other Electric Department divisions.

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES:

Under general direction:

- Plans, develops, coordinates, performs, and directs the activities of an assigned Division(s) of the Electric Department
- Provides recommendations on a broad spectrum of division related issues
- Manages assigned personnel, provides technical instructions and assistance as necessary
- Develops, performs and manages the implementation of utility plans based upon applicable State and Federal laws
- May be responsible for directing the activities of consultants and contractors
- May be required to represent the City to customers, other agencies, other utilities and members of the public
- Administer and assist in the personnel and financial matters of the assigned division; and
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a bachelor's degree in engineering, business or closely related field; and
- Four (4) years experience at a responsible level in engineering, administration, marketing, rate setting, resource planning, power contracts, power trading, risk management, communications, information technology, power operations, or maintenance in the electric utility industry or related field are required.

Possible Substitutions:

- Eight (8) years of applicable electric utility experience may be substituted for the education requirement.
- An advanced engineering or business degree may be substituted for up to two (2) years of the experience requirement.

LICENSE

Possession of an appropriate, valid California driver's license is required.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment
- Prior to hire, candidates will be required to successfully pass a pre-employment background check, which may include employment verification, credit check, a DMV record check, a criminal history check and Department of Justice (DOJ) fingerprinting. Any information obtained will be used to determine eligibility for employment in accordance with the law. A conviction history will not necessarily disqualify an applicant from appointment however, failure to disclose a conviction when required will result in disqualification from the recruitment process.

For Electric Generation Division Manager position:

- Participate as required in the Department of Transportation (DOT) Drug Testing Program for Natural Gas Pipeline and Compression Station Operator; and
- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles of electrical utility planning and engineering involved in the development, construction, production, operational methods in interconnected utility area; power trading; risk management; transmission, distribution, utilization, and conservation of electricity; principles of program evaluation, forecasting and planning, probability and energy analysis and formulation; product development and marketing; customer service; telecommunications; information technology; and
- Principles of engineering economics; rate making concepts; laws applicable to rate setting policy; and the principles of management and personnel administration.

Ability to:

- Analyze complex data; resolve applicable problems; prepare technical reports;
- Effectively negotiate contracts; manage long term supplier and customer business relations;
- Manage contractor activities;
- Manage project development, and operations management;
- Work successfully in a team environment;
- Communicate effectively in writing and orally; and
- Work effectively and harmoniously with others in a team environment.

For the Electric Division Manager Generation, Substation, and Transmission and Distribution positions:

- Bend, stoop, crawl, lift, reach, walk up and down stairs, and climb ladders at elevations of eighty (80) feet or more as necessary to perform assigned duties.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.santaclaraca.gov>

Position #45-18-104U
ELECTRIC DIVISION MANAGER- SYSTEM SUPPORT
VS

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Equal Opportunity Employer
