



CITY OF AZUSA
invites applications for the position of:

Assistant Director of Utilities - Resource Management

SALARY: \$5,145.61 - \$6,255.11 Biweekly
\$11,148.83 - \$13,552.73 Monthly

OPENING DATE: 08/22/18

CLOSING DATE: 09/28/18 05:30 PM

DEFINITION:

The first step in the recruitment process is a thorough review of the application package. Candidates who pass the application review will then be invited to continue on in the process. Additional steps in the recruitment process may include an in-basket writing exercise and an oral panel interview.

Under general direction, performs a variety of professional duties in managing the City's power supply portfolio, including long- and short- term resource planning, negotiation and administration of power and transmission contracts, energy scheduling operations, and regulatory compliance; performs related duties as required. See Essential Functions below for further detail.

CLASS CHARACTERISTICS

The Assistant Director of Utilities- Resource Management is a single position class assigned to the Utilities Department. Assignments are general and of a recurring nature requiring that the incumbent exercise independent judgment and initiative in performing resource planning such as analyzing, forecasting, planning, procurement and administration of power resources. This position also will be responsible for monitoring and analyzing energy market structural changes, and implementing any necessary changes to position the Department favorably in a highly competitive energy market environment.

ESSENTIAL FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Monitors existing departmental contracts pertaining to power supplies; provides management economic analysis of all contracts and programs.

Monitors legislative and regulatory changes at the State and Federal levels; provides and implements recommendations to position the Department favorably in the marketplace.

Monitors energy market structural changes, including California Independent System Operator (CAISO) initiatives; provides and implements necessary organizational changes

to position the Department favorably in the marketplace.

Oversees Department's energy trading, resources optimization, scheduling, and accounting activities to ensure cost competitive procurement consistent with Department's risk management policy.

Supervises and participates in the development of long-term resource portfolio procurement and strategies to ensure long-term economic resource adequacy.

Monitors the financial and risk profiles of the Department's energy trading activities consistent with Department's risk management policy; provides and implements necessary changes to Department's energy trading activities to ensure compliance with Department's risk management policy.

Recommends and implements Department's policies with respect to energy resources procurement.

Coordinates and participates in preparing short and long term systems forecasts; performs resource studies and analysis using statistical, financial, and economic models, and demand-side management (DSM) programs.

Evaluates the City's existing resources and DSM programs for cost effectiveness and efficiency; identifies sources and programs to satisfy systems future needs; oversees the development of the annual budget.

Participates in establishing strategies and processes for regulatory policy development and participation in markets for energy; monitors State and Federal legal and regulatory developments and ensures compliance

Negotiates and conducts economic studies related to demand-side and supply-side proposals, terms and conditions ensuring conformance to City goals and objectives; submits and presents recommendations regarding specific resources and/or programs to be implemented.

Negotiates and develops draft contract and/or program documents; reviews final draft with appropriate management and legal counsel; coordinates execution of documents; identifies and initiates revisions to existing documents; interprets provisions to resolve contractual disputes.

Participates in the development of value-added services to City's customers in the competitive energy environment; provides and implements services as they pertain to energy commodities.

Performs related duties as required.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted, or reassigned to accommodate an individual with a disability.

QUALIFICATION GUIDELINES:

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from an accredited college/university with a bachelor's degree in engineering, economics, or a related field and six years of progressively responsible experience in an electric utility preferably in power supply or operations including three years in a supervisory/administrative capacity. Knowledge and experience with the CAISO is

desirable.

Knowledge and Skills

Knowledge of methods used in forecasting, planning, and economic evaluation of energy resources; understanding of Integrated Resource Planning process contract development; basic principles of contract law; power scheduling; accounting principles; negotiation methods, practices, and techniques; electric utility resource portfolio planning and economic optimization; use, capability, characteristics, and limitations of personal computer hardware and software; applicable Federal and State, and operational regulations and requirements; principles and practices of supervision and budgeting.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the City Council, staff, other departments, the public in general, and entities and agencies that City does business with; perform technical forecasting, planning, supervise, and prepare Integrated Resource Planning documents; organize and plan work with minimum supervision; represent the City in a variety of meetings; make decisions regarding operational and contractual functions; evaluate and recommend future resource needs; negotiate, prepare, interpret, and maintain resource contracts; understand, explain, and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid Class C California Drivers License and a satisfactory driving record.

PHYSICAL, MENTAL, ENVIRONMENTAL CONDITIONS:

Environmental Conditions

Work is performed primarily in a standard office setting; incumbents may be required to work extended hours including evenings and weekends from time-to-time.

Physical Conditions

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.azusaca.gov>

213 E. Foothill Blvd.
 Azusa, CA 91702
 626-812-5027
 626-812-5241

hrapps@azusaca.gov

Position #18-04
 ASSISTANT DIRECTOR OF UTILITIES - RESOURCE
 MANAGEMENT
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Assistant Director of Utilities - Resource Management Supplemental Questionnaire

- * 1. Do you have possession of or the ability to obtain a valid Class C California Drivers License?

- Yes
 - No
 - I have a current and valid drivers license from another state.
- * 2. Please select the highest level of education you have:
- Master's Degree
 - Bachelor's Degree
 - Associate's Degree
 - Some College or Certificate(s)
 - High School Diploma or equivalent
 - I do not have education equivalent to the 12th grade.
- * 3. Please select the field in which you were awarded your degree.
- Engineering
 - Economics
 - Business Administration
 - Accounting
 - Finance
 - Computer Science
 - Other field
 - I do not have a degree.
4. If you selected "other field" for your degree, please indicate the field below:
- * 5. Do you have experience with the CAISO?
- Yes No
- * 6. Please select your years of progressively responsible experience in an electric utility in power supply or operations.
- 6 or more years of experience.
 - 5-6 years of experience.
 - 4-5 years of experience.
 - 3-4 years of experience.
 - 2-3 years of experience.
 - 1-2 years of experience.
 - Less than 1 year of experience.
 - I do not have experience in this area.
- * 7. Please select your years in a supervisory capacity with an electric utility.
- 3 or more years of experience.
 - 2-3 years of experience.
 - 1-2 years of experience.
 - Less than 1 year of experience.
 - I do not have experience in this area.
- * 8. Please describe your experience and competencies in power supply resource planning, procurement, and contract negotiation.
- * 9. Please describe your experience and competencies in power scheduling operations, including experience with the California Independent System Operator (CAISO) or other balancing authority.
- * 10. Please describe your experience and competencies in power supply compliance

management, including but not limited to compliance with California's renewable portfolio standard and greenhouse gas cap and trade regulations.

- * 11. Please describe your administrative and analytical experience, including managing staff, evaluating alternative solutions, and developing and controlling budgets.

- * 12. Please describe your experience and competencies communicating (verbal and written) with senior management and governing boards to gain support for your programs and projects.

- * Required Question