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City of Alameda  
Code No. 7056  
Approved by CSB  
7/1/09

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## **ASSISTANT GENERAL MANAGER-ENERGY RESOURCE PLANNING**

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### **DEFINITION**

Under general direction, provides leadership and management to plan, coordinate and direct electric utility supply, demand-side resource acquisition and portfolio management; manages participation and response to California electric market related regulatory and legislative issues; and manages necessary technical interfaces with joint power agencies. Manages the development and administration of rates and pricing of services to meet risk management, financial and environmental objectives; performs other related work as required.

### **EXAMPLES OF DUTIES**

1. Supervises, trains and evaluates assigned staff; participates in the selection of staff; develops and monitors employee training; develops and monitors employee performance benchmarks; performs ongoing employee observation to ensure quality assurance and employee excellence; works with employees to correct deficiencies.
2. Directs assigned activities including energy resource planning and procurement, supply and demand-side management plans; complex modeling and decision analysis; rate development, energy risk management, forecasting; insures compliance with applicable federal, state and local laws, regulations and court rulings related to work activities.
3. Directs the work of consultants; administers services or other agreements for services and/or supplies.
4. Assists in division budget preparation.
5. Reviews and evaluates technological advances and develops strategy for implementing changes benefiting the organization.
6. Participates in long range planning and development of strategies to meet financial objectives.
7. Assists in the development, recommendation and implementation of Public Utilities Board policies.
8. Prepares and presents various studies, analyses and reports.
9. Develops goals, objectives, procedures and standards; determines priorities, staff assignments and work methods; develops, schedules and monitors methods to accomplish division goals; ensures work is completed in a timely and efficient manner.
10. Prepares or supervises preparation of routine and special reports to document activities, operation and performance of organization and recommends action by the Public Utilities Board or other authority.
11. Maintains and prepares records and reports.
12. Resolves customer complaints and problems.
13. Identifies and analyzes operational problems, conducts studies, strategically evaluates alternatives and implements effective solutions for a wide variety of issues.
14. Coordinates activities with other divisions, City departments, consultants, contractors and outside agencies.
15. Performs related duties as required.

## **EMPLOYMENT STANDARDS**

### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

#### Education:

Graduation from an accredited four year college or university with major course work in engineering, economics, business or public administration, or a related field.

#### Experience:

Five years of progressively responsible professional experience in utility economics, resource planning and management, at least two years of which shall have involved managing utility resource planning activities in a supervisory capacity. Experience in a utility business operation is highly desirable.

### Knowledge

Knowledge of electric utility resource planning, acquisition and portfolio management of the utility's power resource interests and obligations at the bulk power and distributed generation level; joint planning, procurement, portfolio management, power pooling and transmission arrangements with third parties, including joint powers agencies, system operators, utilities, customers and suppliers; economic planning of short- and long-term energy efficiency programs; planning, development, evaluation, acquisition and operation of supply and delivery resources for electric power and other product lines based on forecast needs; commodity and enterprise energy risk management policies and programs; short-term and long-term resource operation and cost models; supply and demand-side resource planning and evaluation, energy supply and delivery costs; market based fuel and energy cost projections; power pool operation and cost analyses; cost of service allocation to customer classes; negotiation of contracts for the purchase and/or sales of utility resources and services, including energy and environmental commodities and transmission; development of rates and pricing structures incorporating cost of service factors and competitive factors; applicable utility business, financial, regulatory and management practices; power supply and demand-side resources, load management, and conservation measures; engineering economics, and project planning; financial, budgeting, and accounting principles and public financing techniques; forecasting, cost analysis and pricing design; applicable laws, codes and ordinances.

### Abilities

Ability to effectively plan, coordinate and manage utility resource planning, acquisition, risk and portfolio management activities and operations in a supervisory capacity requiring the management, training and evaluation of assigned staff; effectively communicate complex subject matter to diverse audiences including Public Utilities Board members, elected officials, utility industry executives, regulatory agencies and public audiences using excellent written, oral and presentation skills; interpret and apply complex laws, governmental regulations and contractual provisions applicable to the effective management of utility resource planning, acquisition, risk and portfolio management activities; analyze technical and financial data; make economic evaluations and comparisons; ; prepare technical and analytical studies and reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; establish and maintain effective working relationships with other agencies, contractors, other work groups and departments, employees, and the general public; and supervise, train and evaluate assigned staff.

### Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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CL: Human Resources Department

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