

Salary Schedule	MOU	Benefits
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GENERAL MANAGER - ALAMEDA MUNICIPAL POWER

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DEFINITION

Under general direction and in accordance with adopted City policies, functions as the administrative head of Alameda Municipal Power (A.M.P.), and plans, coordinates, organizes, directs and controls all A.M.P. activities; is the final departmental authority and the City's primary authority on utility issues; performs other related work as required. This position is Civil Service exempt.

DISTINGUISHING FEATURES

This is a single position classification at the top management level. The General Manager - A.M.P. is appointed by and reports directly to the City Manager, is a member of the City's top management team and is responsible for establishing and maintaining the efficient operation of A.M.P. as a viable business enterprise.

EXAMPLES OF DUTIES

1. Implements the policies of the City and Public Utilities Board (PUB); serves as staff to the PUB; conducts studies and prepares reports as requested.
2. Directs and participates in planning efforts and submits recommendations; provides general direction for the development and implementation of goals, objectives, policies, procedures, work standards and internal controls.
3. Plans, directs, supervises and coordinates activities of A.M.P. personnel in providing electric and all business activities.
4. Provides general direction for all work related to the design, engineering, construction, maintenance and operation of A.M.P. facilities and businesses; negotiating and administering contracts; and the design of rates.
5. Provides general direction for the development, implementation and marketing of utility and all business programs and services.
6. Researches and develops modern management and other methods, procedures, and policies for efficient operations.
7. Confers with residents, community and business groups, and City officials on A.M.P. issues; makes presentations and provides explanations to various groups, agencies and officials.
8. Cultivates good community relations and encourages such activity on the part of all A.M.P. personnel.
9. Represents the A.M.P. with joint powers agencies; represents the City's interest on various issues before governing boards of joint action agencies, legislative and regulatory committees and industry associations.
10. Maintains current knowledge of local, state and national issues affecting public power, the energy industry, other utility industries and all business activities of A.M.P..
11. Participates in City management staff meetings with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general City-wide impact.
12. Oversees preparation and administration of A.M.P. budget.
13. Responsible for the supervision, development, safety, training and evaluation of A.M.P. personnel.

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 electrical engineering, business or public administration; an advanced degree in electrical engineering (being preferred), business or public administration is desirable but not required.

Experience: Ten years of experience in management of a utility operation, at least five years of which shall have been in an upper level management capacity.

EMPLOYMENT STANDARDS (Continuation)

Knowledge

General knowledge of the principles and practices of public administration; electric utility administration, operations and maintenance including system operation, engineering design and standards, resource planning, and the impacts of deregulation on municipal utilities.

Ability

Ability to manage A.M.P. as a viable business enterprise; effectively coordinate, administer, and manage all A.M.P. functions and activities; develop and implement goals, objectives, policies, procedures, work standards and internal controls; develop, implement and market utility and A.M.P. business programs and services; effectively negotiate and administer contracts and agreements; interpret and apply state, federal and local laws and regulations related to utility management; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop and administer budgets; communicate effectively; make presentations before various groups; establish and maintain effective working relationships with employees, public officials, customers, power suppliers, utility and power agencies and groups, and the general public; supervise, train and evaluate assigned staff.

Special Requirements

Willingness and/or ability to travel out of the area to attend various meetings, conferences, etc.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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1-27-00: ABureau≡ replaced with AA.M.P.≡

JK/ps: Human Resources Department

1/27/00