

MAJOR FUNCTIONS

This is responsible professional and technical work in the collection and analysis of the basic data necessary to support the monitoring of Utility Services fiscal and operations analysis, coordination of utilities operational and capital budgets and recommendations for improvements of efficiency and effectiveness of budget functions and operations. Work is performed under the general direction of higher-level professional or managerial staff. Considerable independent judgment, discretion and initiative are exercised in work assignments. Work is reviewed through reports, conferences, observations and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, trains and directs the work of staff engaged in developing Utility Services interim, annual, interpretive financial and operational reports and studies, utilities recurring activities such as: electric, gas, water, sewer and solid waste rate studies, load and fuel forecast, distributed energy resource evaluation, benefit-cost analysis for demand-side management, distribution system analysis, biennial customer surveys, official statements for utilities bond sales, analysis of territorial service issues, special projects, and grant requests. Maintains management information systems and databases, their interfaces and the distribution of information regarding the systems and the division's operations to both internal and external customers, as is applicable. May maintain and manage software applications, such as: Doc1, Code1, OPS, CHAMPS, Peoplesoft, RSView and Mailstream, which work in conjunction with the customer information system to provide utility customer service and billing. May maintain and manage software applications in conjunction with customer meter data and the utility distribution systems, to identify opportunities for efficiency and demand management programs and operational enhancements. May coordinate the development, and monitoring of utilities operating and capital budgets. Coordinates or performs research and analysis relative to Utility Services operational, performance, and programmatic issues in collaboration with multiple City departments and stakeholders. May monitor City Commission meetings, agendas, and minute summaries. Interacts with other departments in responding to inquiries, conducting special reviews, and ensuring compliance with laws, regulations, ordinances, and policies. Performs other duties as required.

Other Important Duties

Attends City Commission meetings and various meetings/conferences as is required. Participates on a variety of teams and committees, including external stakeholder groups; prepares and presents staff reports and other necessary correspondence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of various electric, gas, water, sewer, solid waste projects, policies, and procedures. Considerable knowledge of financial, budget and operations analysis, and statistical concepts and methods. Knowledge of appropriate municipal, state, and federal laws, codes, ordinances, resolutions and regulations impacting utilities. Knowledge of work measurements, work simplification procedures, and manpower evaluation. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Ability to express ideas clearly and concisely, both orally and in writing, and effectively collaborate with multiple City departments and diverse stakeholder groups. Ability to establish and maintain effective work relationships. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, electrical or industrial engineering, finance, planning, management information systems, computer science, or a related field, and two years of experience that includes government or utility budgeting, finance, planning, operations research, and/or management areas; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Electric & Gas Utility - An incumbent in this job classification is considered essential staff during emergency situations and is required to be available to work extended hours, including being required to remain at the work locations away from their family overnight.

Established: 12-18-96

Revised: 12-20-96

02-04-02

09-29-03*

11-25-03

04-14-04

06-16-06

11-28-07

04-27-09*

11-10-25