

ENERGY RESOURCES CAPITAL IMPROVEMENT PROJECT (CIP) ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Energy Resources Capital Improvement Project (CIP) Administrator is responsible for managing and coordinating the Energy Resources Department CIP program. Duties include: project development and bond cash flows for the capital projects for Gas and Electric 5-year CIP programs and forecast models; managing and developing bond fund forecast models for the Gas and Electric programs; managing and coordinating CIP cost expenditures and planned fiscal year expenditures; overseeing and ensuring compliance with bond sale requirements, projects, and expenditures; coordinating with Gas and Electric staff to develop project lists for future bond sales; serving as liaison between Energy Resources, Engineering CIP staff, and the Engineering and Financial Services Departments; and conducting and managing asset management studies for Gas and Electric utilities. In addition, this class is responsible for organizational review activities, which includes researching and promoting management system methodologies/innovations through the identification of weaknesses, gaps, and/or areas for improvement in existing management systems through techniques such as Six Sigma. This position performs related duties as required.

Distinguishing Features: This class is distinguished from other similar classifications by its responsibility for preparing the annual capital improvement projects for the Energy Resources Department. The Energy Resources CIP Administrator is expected to display considerable initiative, independent judgment, and leadership skills in performing CIP project management activities and supervisory work. This class is supervised by the Sr. Fiscal Analyst who reviews work through observation, conferences, reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Engineering, Construction Management, or closely related field. Extensive (5+ years) experience in utility industry or directly related position with similar responsibilities, and one year of supervisory experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Business Administration, Engineering, Construction Management, or closely related field is preferred. Must be proficient in the use of Microsoft Office (i.e., Outlook, Word, Excel, Access, etc.).

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, management, engineers, construction inspectors, and citizens both orally and in writing for the purpose of gathering data for capital improvement projects development, and to communicate capital budget information. Works closely with the Engineering Department's Capital Improvement Projects Administrator, budget staff, and Energy Resources management on the yearly financial allocation of capital projects. Provides capital bond information to Energy Resources Management, Capital Improvement Projects Administrator, and other City staff. Coordinates meetings regarding the preparation of the Energy Resources annual capital projects budget and 5-year CIP. Prepares documents and reports using clearly organized thoughts, proper sentence construction, punctuation, and grammar for various users throughout the City.

Manual/Physical: Enters data or information into a personal computer (PC) to produce reports and worksheets, and to calculate and reconcile information. Prepares CIP related computer reports to distribute to Energy Resources management. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and conferences, respond to emergencies, and perform field audits of gas and utility facilities and infrastructure (i.e., electric substations, gas gate station security systems, etc.). Meets scheduling and attendance requirements.

Mental: Gathers information concerning the development and budgeting of Energy Resources capital projects and program information from various sources including general ledger reports, bond expenditure reports, engineering reports, capital project construction bids, and budgetary reports from Financial Services. Analyzes financial information and reports regarding bond programs and adjusts project timelines and cost estimates to develop annual capital bond budget. Computes and analyzes capital project cash flows in order to accurately develop yearly capital bond sales. Analyzes various bond reports and adjusts bond projects to annual budget and overall financial information regarding bond programs. Oversees the maintenance of a wide variety of complex capital improvement records and systems. Develops and implements process changes in order to improve capital improvement project management. Operates a PC database management system to generate reports and sort information. Supervises, prioritizes, assigns, and evaluates the work of subordinate personnel.

Knowledge and Abilities:

Knowledge of:

capital improvement program requirements;
life cycle of capital projects;
various eligible funding sources for capital projects;
design project process flow;
construction project process flow;
operations and maintenance costs for added capital assets, budgeting processes, and procedures;
team dynamics;
PC software for spreadsheet and database applications;
accounts, funds, bonds, and revenue sources;
business management strategies; and
process improvement of organizational methodology, concepts, and practices.

Ability to:

develop project scope and cost estimates for capital improvement projects;
direct the efforts of a multi-departmental team for the development of a 5-year CIP;
apply generally accepted principles and theory in performing work assignments;
maintain concentration on detailed information over an extended period of time when accuracy and speed are important; and
interact with City officials, coworkers, and the general public to establish and maintain effective work relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/15

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CS5210.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 42-200

PAY GRADE: 54

SECURITY-No

CDL-No

IND-9410

SWORN-No