

ENERGY RESOURCES COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: The Energy Resources Coordinator is a high-level program manager responsible for assisting in ensuring a long-term, sustainable supply of electric and natural gas supplies for the City, maintaining an active liaison with all organizations having energy-related interests and advising the administrator, Department and City management regarding energy resource and energy policy matters. The incumbent analyzes data, prepares reports and plans and maintains energy resource management records in support of these functions; provides data, analysis and support for utility management initiatives such as costs of service and rate design studies; electric generation and transmission projects; natural gas supply, storage and interstate pipeline projects; energy demand forecasts; energy market and supply cost forecasts; and budget and strategic plans in order to determine impact on Mesa's energy resource utilities. The incumbent presents recommendations to management in written and oral reports. Additional duties include: analyzing supply and demand data to guide decisions regarding acquisition and management of energy resources; preparing and implementing policy recommendations relating to energy resources issues, as directed by management-level staff; maintaining awareness and monitoring activities of the Arizona State Legislature; Arizona Power Authority; Arizona Corporation Commission; Western Energy Coordination Council; Western Area Power Administration; US Department of Energy; Federal Energy Regulatory Commission, and National Electric Reliability Council and working to ensure that these activities have a positive impact on Mesa's energy resources. Performs related duties as required.

Distinguishing Features: In coordination with the administrator, leads negotiations regarding energy resource-related agreements and contracts with outside parties; advocates on behalf of the City's interests as directed at meetings with energy resources agencies and coordinates electric and gas supply efforts with supervisor. The Energy Resources Coordinator is required to exercise extensive initiative and judgment and must formulate recommended courses of action based upon research and information at hand. This class may supervise staff and coordinate the efforts of consultants and legal counsel. This class is supervised by the Energy Resources Administrator and coordinates efforts through meetings, conferences, reports and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Economics, Business, or area related to energy resource management. Considerable (3 - 5 years) experience in and knowledge of energy resource management, including responsibility and experience in more than one of the following areas: resource/generation dispatch, energy marketing, transmission system planning and operations, natural gas interstate pipelines, integrated resource planning including demand-side management, and procurement and acquisition of energy resources including negotiation of energy resources contracts.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Graduation from an accredited college or university with a Master's Degree in Engineering or Business is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees and officials and staff from public and private organizations in order to provide information regarding Mesa's energy resource plans, policies and procedures. Produces documents, including reports, agreements and data analysis to inform policy makers, legal staff, management and the public about energy resources issues. Presents City positions, both orally and in writing, to federal, state and local regulatory agencies. Represents the City on task forces and committees relating to energy resources issues. Analyzes and verifies energy supply invoices and bills rendered to the utilities. Prepares forecasts and recommendations related to energy resources acquisition and development.

Manual/Physical: Enters data into a personal computer to create detailed and technical reports for management. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings, conferences, or visit field operations.

Mental: Develops short- and long-term plans and programs for meeting Mesa's future energy resource needs including periodic updates of the Mesa Integrated Resource Plan required by our contracts for federal hydro-electric energy. Coordinates energy resources planning and development functions with other public energy entities including state and federal agencies. Negotiates energy resources related contracts and agreements under management policy direction. Participates in development and implementation of rules and regulations that affect Mesa's energy resources. Reviews the impact of proposed and finalized statutes, rules and regulations on Mesa in order to represent the City's position to appropriate federal, state and local regulatory agencies. Consults with City legal staff regarding technical aspects of legal proceedings involving energy resources issues. Presents recommendations in a written report form to management.

Knowledge and Abilities:

Knowledge of:

Arizona and federal reliability, security, air quality, renewable resource laws, regulations and legislative processes;
planning and forecasting techniques for meeting energy supply requirements;
techniques used to investigate, analyze, and acquire energy resources;
energy contracts;
energy accounting principles and practices;
the principles and practices of public administration, administrative methods, techniques and methods of report presentation; and
municipal government organization and services provided.

Ability to:

conduct research and make sound administrative analyses relating to energy resources policy and management problems;
develop and implement long-range plans;
prepare, edit, review and implement policies being proposed in connection with energy resources;
analyze legislative and regulatory issues/activities and define the impact on City energy resources;
represent the City's interests on interagency committees relating to energy resources;
develop and use computer applications related to energy resources data analysis;
confer with officials from other agencies regarding City of Mesa plans and priorities; and
establish and maintain effective working relationships with elected officials, business representatives, government agencies, City employees and the general public.

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 8/15

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EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 54

SECURITY-No

CDL-No

IND-9410

SWORN-No