

ENERGY RESOURCES PROGRAM MANAGER

JOB DESCRIPTION

Classification Responsibilities: An Energy Resources Program Manager is responsible for providing management oversight and direction to professional staff regarding: (1) the coordination and administration of energy resources' (electric and/or natural gas) plans, the forecasting and acquisition of energy resources, the negotiation of energy resource contracts; (2) the coordination and administration of the utility business development area activities including new business opportunities and customer relations; and (3) the coordination and administration of the natural gas utility and electric utility distribution system planning area activities including the development of periodic operational plans. The incumbent also maintains an active liaison with all organizations having energy resource related interests and provides advice to the Energy Resources Department and City management regarding energy resource policy matters. The incumbent provides management oversight and direction regarding the analysis of data, preparation of reports and plans and the maintenance of energy management records in support of these functions and oversees the provision of data, analysis and support for utility management initiatives such as costs of service and rate design studies, budget preparation and strategic planning. Additional duties include, but are not limited to, providing management oversight and direction: researching, preparing and implementing policy recommendations relating to energy resources issues as directed by upper management level staff; maintaining awareness of legislative and regulatory initiatives that may have significant impacts on Mesa's energy resources; playing a lead role in negotiating energy resource related agreements and contracts with outside parties; and advocating on behalf of the City's interests as directed at meetings with energy resources agencies. The Energy Resources Program Manager supervises professional, clerical and/or paraprofessional staff. The incumbent is responsible for the performance of related work as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from the Energy Resources Coordinator classification by its responsibility for developing plans for the acquisition of energy resources, issuing competitive solicitations for energy resources, negotiating energy resource contracts for the City of Mesa and overseeing the development of new natural gas and electric utility business opportunities. The Energy Resources Program Manager is required to exercise considerable initiative and discretion in the performance and completion of assigned duties. This class is supervised by the Energy Resources Department Director who reviews progress through meetings, conferences, reports and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Engineering, Mechanical Engineering, or related field. Seven or more years of 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, budgeting, transmission system planning and operations, natural gas interstate pipelines, resource planning, and procurement and acquisition of energy resources including negotiation of energy resources contracts.

Special Requirements. 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 Engineering or Business.

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 bills and invoices rendered to the utility. Prepares load forecasts and recommendations related to energy resource requirements, 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. Coordinates energy resources planning and development functions with other public energy entities. 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 laws, regulations and legislative processes; planning techniques for meeting energy supply requirements to forecasted needs 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 perform 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.

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INCREMENTS 25-200

PAY GRADE: 63

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