

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

**TITLE: DIRECTOR OF SILICON VALLEY POWER CHIEF ELECTRIC UTILITY
OFFICER (JOB CODE 108)**

| <u>DEPARTMENT</u> | <u>ACCOUNTABLE TO</u> | <u>FLSA STATUS</u> |
|---|------------------------------|---------------------------|
| <u>Silicon Valley Power/ Electric Utility</u> | <u>City Manager</u> | <u>Exempt</u> |

Description-CLASS SUMMARY

This position is the Department Head responsible for the management of Silicon Valley Power/the Electric Utility Department. The incumbent is responsible for the effective and efficient operation of the Department and reports directly to the City Manager. The incumbent is required to represent the City's interest on various issues before governing boards of joint action agencies, legislative and regulatory committees and industry associations at regional, State and/or Federal levels of government. Performs related duties as assigned.

As a member of the City's Unclassified Service this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- A Bachelor's degree from an accredited college or university in Public or Business Administration, Engineering or an approved related field, and
- Ten (10) years of increasingly responsible experience in electric utility engineering and operations including at least five (5) years' experience in a senior management capacity
- A Master's degree in Public or Business Administration, Management, or Engineering is desirable and may be substituted for two (2) years of the qualifying engineering and operations experience requirement
- ~~Possession of a valid certificate of registration from the California State Board of Registration for Civil and Professional Engineers is desirable.~~

ACCEPTABLE SUBSTITUTION

None.

LICENSES/CERTIFICATIONS

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

DESIRABLE QUALIFICATIONS

Possession of a valid certificate of registration from the California State Board of Registration for Civil and Professional Engineers is desirable.

Special-ConditionsOTHER REQUIREMENTS

- May be required to work odd and unusual hours, weekends and shift work and to be

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available on an "on-call" basis as assigned; and

- Must be able to perform all of the essential functions of the job.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction, ~~duties include but are not limited to the following~~the incumbent will:

- Advise the City Manager in all matters relevant to the electric service provided by the City of Santa Clara
- Responsible for the general direction and supervision of plans for the future development of facilities and resources
- Provide general direction for: all work related to the design, engineering, construction, maintenance and operation of the Electric Department facilities, scheduling and dispatching
- Negotiate contracts for facilities, and power purchases
- Oversee and participate in the development and administration of the department budget
- Develop financial analysis to assist in maintaining fiscal integrity of the department in cooperation and coordination with the Director of Finance
- Assess needs in various customer segments and develops marketing strategies to address needs as part of maintaining the utility's vitality and ongoing ability to deliver services to the City of Santa Clara, its residents and businesses
- Act as the City's primary interface with other electric utilities and for providing technical and financial information for participation on State and Federal regulatory energy matters in which the City has an interest
- May act as chair, member, or advisor to City committees or represent the City as a member, alternate member, or staff liaison on a variety of outside agencies, boards, commissions, committees, and joint powers authorities
- Attend City Council meetings
- Meet with large industrial and commercial customers, and the public in general, as necessary, to represent the Electric Utility's activities
- Manage environmental and regulatory compliance
- Organize and administer the functions of the Department, including preparing, justifying and overseeing the capital improvement and annual operating budgets; and
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of leadership and management including problem solving and conflict resolution practices and techniques Principles and practices of supervision, training, and performance evaluation
- Applicable laws and regulations affecting the electric utility industry Principles and practices of municipal budget preparation and forecasting; project management and

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- records management
- Principles of financial analysis, rate development and forecasting
- Important developments in regional, State and Federal government agencies as they relate to the City's electric utility.

Ability to:

- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment
- Understand and negotiate complex technical agreements
- Establish and maintain a work environment which enhances employee morale and productivity
- Work effectively as a team to achieve common goals and build constructive relationships by promoting effective partnerships with employees, citizens, contractors and others contacted in the course of work Manage complex projects that further the long term objectives of the department and the City
- Communicate effectively, orally and in writing with staff, elected officials, other governmental agencies, local businesses, etc.
- Evaluate local, State and Federal regulations and assess impacts on the utility and its customers
- Understand the roles and relationships of the various components of Federal and State policymaking and implementation processes in order to formulate effective strategies and alliances to represent the interests of the City's municipal utility; and
- Use independent and sound judgment to plan, prioritize, organize, administer, direct and, evaluate the work and activities of the department.

Reports to SUPERVISION RECEIVED

Works under the administrative direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision for Assistant Directors, Division Managers and other professional, technical and administrative support staff.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

CLASSIFICATION HISTORY

Est. 10/2003; Rev. 08/2017; Rev. 07/2025