

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

TITLE: SENIOR ELECTRIC DIVISION MANAGER (JOB CODE 173)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Electric Utility	Varies	Exempt

CLASS SUMMARY

This is a key leadership position in the unclassified service with assigned responsibility of a sizeable number of employees, a major process, one or more divisions, and a significant financial role with debt, rate setting, trading or contracts within the Electric Department.

DISTINGUISHING CHARACTERISTICS

The Senior Electric Division Manager is distinguished from the lower level Electric Division Manager in that latter is responsible for managing a single division in the Electric Utility Department. The Senior Electric Utility Division Manager is distinguished from the higher level Assistant Director of Electric Utility in that the latter is responsible for directing a major division of the Electric Utility Department and may act as Chief Electric Utility Officer or Electric Utility Chief Operation Officer, as required.

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 Value. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Possession of a bachelor's degree in Accounting, Economics, Engineering, Business Administration, Financial or Risk Management, Marketing, Mathematics, Public Administration or closely related field; and
- Six (6) years of experience at a responsible level in engineering, contracts administration, reliability standards compliance, customer relations and strategic services, economic trend analysis and forecasting, financial analysis, marketing, rate setting, resource planning, power contracts power trading, risk management, statistical analysis of market place business practices and operations, communications, information technology, environmental and regulatory compliance, and/or engineering operation and maintenance, including a minimum of two (2) years of management experience.

ACCEPTABLE SUBSTITUTION

- Eight (8) years of related experience in addition to the required experience may be substituted for the education requirement on a two (2) years of experience for one (1) year of education basis.
- An advanced degree in Engineering, Business Administration, Public Administration or related field may be substituted for up to two (2) years' experience on a year for year basis.

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LICENSES/CERTIFICATIONS

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

DESIRABLE QUALIFICATIONS

- An advanced degree in the applicable field is desirable; and
- Possession of a certificate of registration as a Professional Engineer in the State of CA is desirable.
- Any combination of experience listed above working in the electric utility industry.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job, with or without reasonable accommodations.
- May be required to work unusual hours in emergency situations;
- Required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State, and /or industry security requirements; and
- Seven (7) year criminal background check and employment verification are required.

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, the incumbent will:

- Provide leadership, in assigned area of responsibility, through ensuring that the City's Code of Ethics and Values and the Electric Department's vision, mission, goals and objectives are clear, well-articulated and accepted; that the means and systems are available; and that the organization is driven by the need to efficiently and effectively satisfy customer expectations by focusing on the processes that serve them;
- Deploy continuous improvement tools like benchmarking, reengineering to create value for customers in the ways that they want them and establishing key process measures that meet the organization's needs;
- Develop and provide training for employees through coaching, empowering, and facilitating techniques to ensure that employees function in a collaborative team environment promoting organizational success; and
- Provide advocacy and a supportive culture for the resources and needs of employees;
- Implement processes and systems to achieve desired outcomes and meet expectations in the areas of budgeting (operating and capital), communication, contracting, staffing, information technology, public relations, performance standards, project management, telecommunications, controls and records management.
- And as assigned:
- Provide direction and leadership to ensure processes and procedures are in place to achieve compliance with environmental, safety and health regulations and laws; or
- Provide direction and leadership to create a culture of compliance for Federal Energy Regulatory Commission/North American Electric Reliability Corporation (FERC/NERC)

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Reliability Standards resulting in the establishment of process, procedures, internal controls, training/education programs and document management systems; or

- Provide information and analysis utilizing specialized and in some cases sophisticated techniques regarding trends in the utility industry (regulated and unregulated); trends in customer energy usage, service expectations in general and for specialized populations; trends in market strategies; studies of statistical pricing and cost of service; and strategic planning studies; or
- Identify system capacity expansion needs through coordination with internal and external stakeholders to ensure that facilities are properly integrated; that facilities are safely operated; and that the proper interconnections are made with the electric system; or
- Operate the front office trading and settlement operations consistent with the City's risk management policies; setting credit, trading limits; monitoring the purchase and sale of wholesale electricity and other energy-related commodities, including historic, short and long term timeframes, which are consistent with the City's risk management policies; or
- Manage environmental, regulatory and licensing compliance, safe operation and maintenance of the City's facilities and assets, and ensure that generation plant availability and operating efficiency measures are met; or
- Maintain knowledge and understanding on developing trends in the electric industry; and
- Perform other related work as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of electrical utility planning and engineering involved in the development, construction, production, operation and maintenance of electrical systems in the interconnected utility area;
- Principles and practices in the use of resources and energy engineering analysis, the risk management of power trading transactions, the transmission, distribution, utilization and conservation of electricity, or in complex market research, economic forecasting, competitive pricing methods, statistical and financial analysis;
- Principles and practices of electrical utility administration, planning and engineering involved in the operation and maintenance, and environmental and regulatory compliance methods of the City's facilities;
- Applicable laws and regulations affecting the electric utility industry including environmental, health, safety, Occupational Safety and Health Administration (OSHA), and FERC/NERC Reliability Standards; understanding of internal controls, procedures and auditing processes;
- Principles of leadership and management of organizations through process analysis, coaching, empowering and facilitating employees working in a collaborative team environment with internal and external customers and stakeholders; and
- Principles and practices of budgeting (operating and capital), communication, contracting, Human Resources, information technology, public relations, project management, performance standards, telecommunications, controls and records management to achieve outcomes and expectations.

Ability to:

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- Apply the skills necessary to provide for the leadership and management of organizations through process analysis, coaching, empowering and facilitating employees working in a collaborative team environment with internal and external customers and stakeholders;
- Create a culture that is conducive to change and that is one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone understands their mission, role and job expectations; and goals and objectives are clear in order to create an organization that delivers excellent customer service;
- Negotiate cost-effective and mutually acceptable agreement terms;
- Interpret Federal and state regulations and assess impacts on the utility and its customers;
- Prepare, analyze and forecast complex sets of data and prepare necessary, general and technical, memorandums, reports, and charts as assigned;
- Apply the knowledge, techniques and practices in budgeting (operating and capital), communications, contracting, Human Resources, information technology, public relations, project management, performance standards, controls and records management to achieve outcomes and expectations;
- Establish, negotiate and manage contracts to ensure consultants and contractors meet contract requirements;
- Identify requirements, in assigned area, to ensure for the safe, effective and efficient operation of the electric utility;
- Communicate effectively with subject matter experts, business stakeholders, plant operations, and information technology personnel;
- Use computer applications to prepare memos and procedural documentation;
- Create, manage and maintain complex filing and record systems; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction of the Director of Electric Utility, Assistant Director of Electric Utility or other managers as assigned.

SUPERVISION EXERCISED

Supervises managers, professionals, technical, administrative support, consultants, and other assigned personnel.

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

Established 7/2013; Revised 11/2024