

CITY OF SANTA CLARA, CALIFORNIA
ELECTRIC UTILITY CHIEF OPERATING OFFICER
(____)

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
- Seven (7) years experience in 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.

LICENSES

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

DISTINGUISHING CHARACTERISTICS

This is a senior management position in the City's unclassified service responsible for the oversight and direction for the fiscal, administrative, and managerial operations of the utility, as well as support and coordination of various City departments, divisions, and teams. This position has supervisory and support responsibilities for the utility's divisions of Planning and Strategic Services and Energy Distribution. The position is expected to exercise critical thinking and detail oriented oversight in ensuring that utility operations are smooth, efficient, and compliant, with responsibility for results including costs, methods, and staffing. The position is responsible for forecasting service requirements and for planning, organizing and directing assigned resources of the electric utility division in order to meet those requirements. This includes developing and administering the department operations and capital improvement budgets. The incumbent acts as the Chief Electric Utility Officer in his/her absence.

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.

TYPICAL DUTIES

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

- Responsible for the development and implementation of the Department's overarching management strategy and leads the Department's strategic short term and long-range plan;
- Provides day to day leadership and acts in the absence of the Chief Electric Utility Officer;

ELECTRIC UTILITY CHIEF OPERATING OFFICER (continued)

- Coordinates the Department's operations and capital improvement budgets;
- Leads the Department's efforts in identifying new revenue generating growth opportunities;
- Performs regular assessments of staffing and IT infrastructure system needs and works collaboratively with other City departments to implement necessary changes to both;
- Recommends policy regarding Department rules, regulations, and procedures consistent with the City's administrative policies and procedures;
- Maintains a current knowledge of electric utility techniques and practices and provides technical and managerial input to the Chief Electric Utility Officer;
- Makes innovative recommendations in order to promote maximum efficiency in the utilization of personnel and material resources;
- Counsels and evaluates the performance of assigned staff; recommends discipline when necessary;
- Makes public presentations regarding utility finances and operating issues;
- Conducts research and analysis of complex technical issues; evaluates options and makes recommendations for action; prepares staff reports and recommendations;
- Works cooperatively and harmoniously with other members of the Department staff in developing plans, policies, and procedures concerning all areas of Department activity;
- Attends and participates in professional conferences; and
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of leadership and management including problem solving, strategic planning and conflict resolution practices and techniques
- Principles and practices of supervision, training, and performance evaluation
- Research methods and statistical analysis, complex spreadsheets and database applications and project and workload planning
- Research and analysis methods and techniques
- Applicable laws and regulations affecting the electric utility industry
- Principles and practices of municipal budget preparation and forecasting; project management and 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:

- 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
- Operate as an effective tactical as well as strategic thinker
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously
- Communicate effectively, orally and in writing with staff, elected officials, other governmental agencies, local businesses, etc.

ELECTRIC UTILITY CHIEF OPERATING OFFICER (continued)

- 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
- Prepare and present highly technical and complex written and oral reports using multi-media to large groups and City staff
- Use independent and sound judgment to plan, prioritize, organize, administer, direct and, evaluate the work and activities of the department
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general direction of the Chief Electric Utility Officer.

SUPERVISION EXERCISED

Supervises management, professional, technical, and administrative support staff and consultants in the completion of assigned duties.

OTHER REQUIREMENTS

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

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 Directive 100.