

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT DIRECTOR OF ELECTRIC UTILITY

(Unclassified)
(021M)

EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in business administration, engineering, or an approved related field; and
- Ten (10) years of increasingly responsible operations, engineering, contract or financial administration, legal support, resource planning or acquisition, asset management, or supervisory experience in an electric utility or a closely related organization;
- An advanced degree in financial management, business or public administration, engineering or law may be substituted for two (2) years of the qualifying experience requirement;
- Three (3) years management experience in an electric utility or a closely related organization.

DESIRABLE QUALIFICATION

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

LICENSE

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

DISTINGUISHING CHARACTERISTICS

This is a management position in the unclassified service, responsible for directing a major division of the City's electric utility in one of the following areas:

- Resource Planning and Customer Engagement: This division provides resource acquisition and delivery, customer relations and sustainability, forecasting and resource planning, and external relations.
- Customer Development and Project Management: This division for manages SVP's review and connection of new customer development, and system infrastructure projects including additions required to serve new load.
- Electric Utility Operations: This division provides safe, efficient operations and maintenance of SVP's infrastructure.
- Business Services: This division provides administrative services including agenda coordination, contract administration, HR coordination and training. Other area of responsibility would include budget and debt management, and regulatory compliance.

This class requires a demonstrated ability to manage and direct management, professional and administrative support employees in the Electric Department and to work well with customers,

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professionals, developers, counter parties and all City Departments. May act as the Chief Electric Utility Officer (Director) or Electric Utility Chief Operating Officer in his/her absence.

As a member of the City's Unclassified Service, this is an "at-will" position. 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, and each division, may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Manages the all activities of the assigned division;
- Manages planning, engineering, operations, maintenance, construction, acquisition and disposition, negotiations and agreements, and management of contractors and consultants in the work of the division;
- Represents the Electric Utility and City in a wide variety of activities related to the Electric Utility;
- Evaluates existing and prospective resources for the Electric Utility and special project development and management related to the Electric Utility;
- Coordinates with the other utility divisions for sound economic utilization of departmental resources;
- Directs the economic analysis of all operating aspects of the utility;
- Evaluates the competition of the utility;
- Develops needs assessments of different customer segments;
- Evaluates and makes recommendations for long term asset management, debt and financing options for utility needs;
- Works with outside counsel, consultants and advisors for compliance, operational, design, rate, financial analysis and long term debt issues;
- Administers completed debt obligations; develops long term projections of cost and revenue;
- Develops depreciation programs for utility facilities;
- Develops rate recommendations;
- Completes a full range of customer service programs of training, outreach, long term contracting and special services and meets with customers to develop tailored agreements for energy usage;
- Supports the Director in any matters related to the operation of the Electric Utility;
- Maintains a current knowledge of electric utility techniques and practices and provides other technical and managerial input to the Director as requested.
- Meets with the public on occasion and interfaces with other City departments.
- Makes public presentations regarding utility finances, infrastructure assessments and projects, and operating issues.
- Conducts research and analysis of complex technical issues; evaluates options and makes recommendations for action; prepares staff reports and recommendations;

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- Prepares the division budget, recommends allocation of division funds within guidelines; monitors expenditures to ensure adherence to the approved budget, manages contractual services;
- Manages, schedules and evaluates the work of Electric Utility Division staff, and develops processes designed to support a continuous learning environment;
- Analyzes operations to determine the most efficient and effective assignment of staff;
- Prepares complete and comprehensive reports and presents a variety of reports regarding electric utility issues and assets, including reliability, status of infrastructure, budget status, staffing, power content, energy demand and usage, energy efficiency programming and green house gas emissions;
- Responds to inquiries and concerns from the public and follows through with appropriate actions;
- Develops and implements strategic short term and long-range division planning;
- Manages, trains and evaluates staff and develops processes designed to support a continuous learning environment;
- Supports the implementation of department and/or Citywide goals, objectives, policies and procedures; analyzes and recommends strategies to improve effectiveness of operation by conducting a variety of organizational studies and operational studies; recommend modifications to Electric Utility programs, policies and procedures as appropriate;
- May act as the Chief Electric Utility Officer (Director) or Electric Utility Chief Operating Officer in his/her absence and may represent the Director at public meetings; and
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Effective leadership and management principles and practices including problem solving and conflict resolution, practices and techniques;
- Applicable laws and regulations affecting the electric utility industry;
- Principles and practices of budgeting (operating and capital), communication, safety, contracting, human resources, information technology, public relations, project management, outreach, performance standards, telecommunications, records management, and resources to achieve outcomes and expectations;
- Important developments in local area, State and Federal government agencies as they relate to the City's Electric Utility;
- Research methods and statistical analysis, complex spreadsheets and database applications and project and workload planning;
- Problem solving and conflict resolution practices and techniques; and
- Environmental and safety practices, procedures and standards, e.g. OSHA, Federal, State and local rules and regulations.

Ability to:

- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Evaluate Federal and State regulations and assess impacts on the utility and it's customers;
- Identify, research and gather relevant information from a variety of sources;
- Analyze Electric Utility issues & trends, evaluate alternatives and recommend course of

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action;

- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues;
- Anticipate potential problems, develop contingency plans when needed and solve concurrent problems;
- Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, job; and goals and objectives are clear in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Build constructive relationships by promoting effective partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of others in order to operate facilities that are open for business seven days a week, including nights and weekends;
- Manage complex projects that further the long term objectives of the division and the City by identifying which quality standards are relevant to the project and determining how to satisfy them, by evaluating overall project performance on a regular basis to provide confidence that the project will satisfy the relevant quality standards, and by monitoring specific project results;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of clients and readily readjusting priorities to respond to customer demands;
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions;
- Prepare and present highly technical and complex written and oral reports using multi-media to large groups and City staff;
- Use computer applications; and
- 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, Electric Utility Chief Operating Officer or other Manager as assigned.

SUPERVISION EXERCISED

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

OTHER REQUIREMENTS

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

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.