

Job Code

CITY OF RIVERSIDE

Approved/Adopted Date

7260
7261 (NC)

HUMAN RESOURCES DEPARTMENT

01/26/09
Revised

CLASSIFICATION SPECIFICATION

**TITLE: UTILITIES PROJECTS/CONTRACTS MANAGER
UTILITIES PROJECTS/CONTRACTS MANAGER (NON-CLASSIFIED*)**

**Working Titles: Power Resources Manager
Power Planning/Marketing Manager
Power Contracts/Projects Manager
Power Market Operations Manager**

DEFINITION

When assigned to:

Power Planning/Marketing area: Under general direction, to plan, direct, supervise, and review the planning, development, identification, and management of resources; to provide professional and technical staff assistance; and to do related work as assigned.

Power Projects/Contracts area: Under general direction, to plan, direct, supervise and review the development, negotiation, monitoring, administration, and settlement of transactions related to resource contracts; to plan, direct and supervise participation in regulatory, legal and project administration efforts; to provide professional and technical staff assistance; and to do related work as required.

Power Market Operations area: Under general direction, to plan, direct, supervise, and review the real time and pre-scheduling activities of the power supply operations unit; to supervise implementation and operation of related information systems; to provide professional and technical staff assistance; to do related work as required.

*Positions designated as Non-classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS

Regardless of assigned area, this position requires a broad knowledge of and experience in the electric utility industry, including resource management, finance, contract administration, transaction negotiations and settlements, power planning, electric system and wholesale power market operations, data analysis, energy and counterparty credit risk management, and personnel supervision. The position also requires the ability to develop business relationships with outside entities including private and public utilities, marketing/trading firms, power brokers, legal counsel, and regulatory agencies.

REPORTS TO: Utilities Assistant Director/Resources

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utilities Assistant Director/Resources. Exercises general supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES

REGARDLESS OF ASSIGNED AREA, TYPICAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Participate in the development and implementation of goals, standards, objectives, policies, and procedures.
- Evaluate potential opportunities for power supply acquisition and power project participation; negotiate contracts with various western utilities to optimize power supply opportunities and to resolve power supply issues.
- Supervise and participate in negotiation, development, and administration of contractual arrangements for electric resources.
- Serve as departmental representative on City and project committees, power agencies, and industry associations.
- Supervise the preparation of reports and graphic displays for presentations to the Board of Public Utilities and City Council.
- Supervise and coordinate selection of professional consultants and their activities related to Division activities.
- Select, supervise, train, and evaluate professional, technical, and clerical staff.
- Develop and implement procedures to effectively carry out optimization of the City's power resource, transmission, and load portfolios within acceptable risk and policy standards of the City.
- Travel on a regular basis, as required, to receive training, develop and maintain industry relationships, influence market development, participate in legislative and regulatory matters, and provide and defend testimony before regulatory agencies.
- Develop relationships with existing and potential counterparties to enhance the City's ability to function effectively in wholesale power supply markets.
- Participate in development of utility policies, resource planning, resource evaluation and development of operating and risk management procedures and practices.
- Coordinate with staff and executive management to keep apprised of utility needs, interests and policies, and to communicate status and development in outside activities.
- Evaluate, plan and manage City participation in various joint agencies and related activities; represent the City in joint resource development projects; manage City development of power supply projects; supervise and coordinate related activities of staff representatives.

- Assist in preparation and administration of division budget.
- Prepare and present to executive management periodic reports of transaction performance and market conditions.

IN ADDITION, TYPICAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING WHEN ASSIGNED TO THE DESIGNATED AREA:

Power Planning/Marketing area:

- Plan, supervise, and review activities related to the planning, selection, acquisition, development, and management of power resources.
- Supervise the modeling, analysis, and growth forecasting of City load patterns and resource utilization; identify factors affecting City loads and related impacts on load growth.
- Interpret and evaluate economic analyses, planning data, and study results in the formulation and implementation of recommendations.
- Obtain and evaluate preliminary and official market survey data and potential opportunities for power supply acquisition and power project participation.
- Supervise preparation of long-range Integrated Resource Plan and reports to regulatory bodies.
- Manage the development and maintenance of forward market information, including price and fundamental information effecting the projection of market trends.
- Manage development of annual power supply budget and long-term power cost forecasts, integrated into the departmental financial plan.
- Manage and supervise the development and implementation of forward strategies to enhance and optimize the City's market positions in a fiscally responsible manner.
- Develop and implement policies and procedures to ensure that power planning/marketing activities comply with NERC/WECC requirements and contractual provisions.

Power Projects/Contracts area:

- Develop and manage the Power Supply Capital Improvement Program.
- Represent the City in negotiating and administering joint power resource development projects, regional transmission and power generating projects, and various other local and regional committees.
- Administer all power supply contracts; monitor, coordinate and develop strategies related to legal disputes.

- Serve as departmental representative on City and project committees, agencies, and industry associations.
- Provide executive management with economic analyses of proposed litigation settlements; meet and confer with representatives from other organizations to negotiate the settlement of disputes.
- Coordinate the legal review of proposed contractual arrangements by City and outside counsels.
- Periodically evaluate performance and compliance of existing power contracts; report evaluation results to executive management regarding their benefits and burdens.
- Manage the settlement of natural gas purchases and wholesale power supply transactions with traditional counterparties and the California Independent System Operator.

Power Market Operations area:

- Supervise the day-ahead and realtime scheduling of City power resources to optimize City benefits; manage transmission, ancillary service, capacity and energy requirements and opportunities; develop and supervise implementation of strategies for the trading of wholesale power products.
- Implement and supervise trading controls to comply with City policies regarding energy/counterparty risk management, and other related policies.
- Supervise the data management, computer processing activities, and network computer system used for day-ahead and 24-hour realtime market operations.
- Develop and coordinate implementation of resource utilization/scheduling strategies to optimize benefits related to supply portfolio opportunities.
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- Develop and implement policies and procedures to ensure that utilization of City power resources complies with NERC/WECC requirements and contractual provisions.
- Obtain, evaluate and implement strategies related to market survey data and potential opportunities for day-ahead and realtime power supply opportunities.

QUALIFICATIONS

REGARDLESS OF ASSIGNED AREA, KNOWLEDGE OF:

- Transaction negotiation techniques and strategies.
- Contract law and Federal/State utility regulations.
- Principles related to scheduling and dispatching of power and natural gas.

- Principles and practices of organization, administration, budget, personnel management, risk management, and computer applications.
- Power system contracts, planning and/or operations with specific knowledge of the California Independent System Operator's agreements and tariffs, as well as their roles in the California marketplace.
- Personal computer applications and data structures related to wholesale trading and settlement activities, including programs and data analysis techniques.
- Principles and practices of power pooling, control area operations, and energy interchange.
- Engineering economics and utility finance/accounting practices.
- Principles and practices of public utilities management.

IN ADDITION, KNOWLEDGE OF THE FOLLOWING WHEN ASSIGNED TO THE DESIGNATED AREA:

Power Planning/Marketing area:

- Production cost modeling theory and practices.
- Advanced mathematic analyses, finance, economics, accounting, and statistical methods.
- Physical and financial trading strategies and processes related to the electricity and natural gas markets.
- Trading strategies and structures such as swaps, basis trades, options, index priced commodities, spreads, straddles, collars, caps, fences.

Power Projects/Contracts area:

- Contracts related to power and natural gas resources.
- General contract principles, structuring and drafting.
- Principles of load forecasting, scheduling and dispatching of power and natural gas.
- Federal Energy Regulatory Commission practices and procedures.

Power Market Operations area:

- Operational requirements of power and natural gas resources and markets.
- Scheduling and dispatching of power resources and electric systems.

- Principles of market operations in the California Independent System Operator's markets.

REGARDLESS OF ASSIGNED AREA, ABILITY TO:

- Perform technical and economic analysis of resource options.
- Negotiate, coordinate, and administer contractual arrangements with counterparties and the California Independent System Operator.
- Resolve transaction and regulatory issues.
- Communicate complex subjects clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with representatives of other industry organizations.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.
- Identify and evaluate potential opportunities for resource acquisition.
- Serve on intra- and inter-organizational committees, teams, and task forces related to the power industry.
- Establish and maintain effective working relationships with associates, department and City executive management, as well as other City departments and outside agencies.

WHEN ASSIGNED TO THE DESIGNATED AREA, ABILITY TO:

Power Planning/Marketing area:

- Evaluate resource needs to meet long-term forecasted loads.
- Plan, schedule, and coordinate resource planning, term trading, and management activities involving staff, counterparties, and other City departments, divisions or sections.
- Apply principles of finance, mathematics, and statistics to evaluate risk/reward relationships pertaining to wholesale power term trading and natural gas transactions; determine the most appropriate strategy for a given situation; identify risk exposure and act accordingly to remain within approved risk management trading limits.
- Effectively implement procedures promulgated by the WECC, NERC, and the California Independent System Operator consistent with the Utility's Internal Compliance Program.
- Direct the implementation of trading and marketing strategies to optimize the City's ability to deliver power utilizing the City's transmission in a variety of market areas capturing displacements, swaps, and arbitrage opportunities.

- Manage procurement, maintenance and use of production cost modeling and market analysis computer hardware, software and telecommunications.

Power Projects/Contracts area:

- Plan, schedule and coordinate project/contract activities among staff, transaction counterparties, and other City departments.
- Suggest desired contractual provisions to allow for anticipated economics, changing conditions and risks.
- Represent the City and department on committees/boards created to administer joint projects.
- Perform technical and economic analysis of resource options.
- Negotiate, coordinate, and administer contractual arrangements with other agencies/utilities and resolve issues.
- Manage procurement, maintenance and use of transaction settlements computer hardware, software and telecommunications.

Power Market Operations area:

- Plan, schedule, and coordinate resource trading and management activities involving staff, counterparties, and other City departments, divisions, and sections.
- Evaluate resource needs to meet short-term forecasted loads.
- Evaluate potential opportunities and implement strategies to optimize resource utilization consistent with Risk Management Policies related to energy/counterparty risk and short-term energy trading.
- Manage procurement, maintenance and use of energy trading computer hardware, software and telecommunications.
- Effectively implement procedures promulgated by the WECC, NERC, and the California Independent System Operator consistent with the Utility's Internal Compliance Program.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Power Planning/Marketing: Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, statistics, business, engineering, economics, or other field considered appropriate. Up to four years of the education requirement may be substituted with relevant experience on a year-for-year basis. Specific skills, knowledge, and abilities in term trading and market analysis are highly desired.

Power Projects/Contracts: Equivalent to a bachelor's degree from an accredited college or university with major course work in law, business, engineering, contract administration, economics, finance or other related field considered useful in utility electric resource contract management. Up to four years of the education requirement may be substituted with relevant experience on a year-for-year basis. Specific knowledge, skills and abilities in power contract negotiation and management are desired.

Power Market Operations: Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, statistics, business, engineering, economics, or other field considered appropriate. Up to four years of the education requirements may be substituted with relevant experience on a year-for-year basis.

Experience: Power Planning/Marketing: At least seven years of progressively responsible supervisory and administrative experience in power resource management, utility finance and ratemaking theory, resource planning, development, project administration or consulting. Specific experience in term trading, production cost modeling and natural gas procurement are desired.

Power Projects/Contracts: At least seven years of progressively responsible supervisory and administrative experience in power resource management, utility finance and ratemaking theory, contract administration, resource planning, power project administration, or consulting. Specific experience in transaction settlements and power contract negotiation and management are desired.

Power Market Operations: At least seven years of progressively responsible supervisory and administrative experience in power resource management, market operations, resource planning, transaction development, project administration, or consulting. Specific experience in short-term power trading, resource scheduling, or resource analysis and planning are desired.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Power Resources Manager

TO: Utilities Assistant Director/Resources