

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Assistant Energy Director	Job Code: 2744
Date: June 14, 2017	EEO Code: EX
FLSA Designation: Exempt	Civil Service: Covered (Unclassified)

DEFINITION: This is executive-level management work assisting in the administration and coordination of all activities and related programs of the Energy Department.

CLASSIFICATION STANDARDS: This single-position classification is responsible to the Energy Director and assists in providing effective, efficient, and administrative direction and monitoring of the Energy Department and performs all duties under general direction.

ESSENTIAL DUTIES: Supervise the administrative functions of the department including areas of energy efficiency, marketing, key accounts, facilities, information systems, budget, and other office operations; assist in the monitoring and direction of all other department activities, programs, personnel, and strategies; assist in analyzing daily operations and activities to identify and resolve areas of inefficiency and administrative and operational concerns; ensure safety programs are developed, implemented, and followed; ensure compliance with applicable procedures, standards, and regulations; assess and meet community needs through organization of personnel, workforce deployment, equipment use, and community relations programs; prepare and submit a timely department budget and monitor and approve purchase orders and expenditures; hold regular coordination meetings to ensure objectives are met; assist in developing, implementing, and reviewing department policies, procedures, and standards.

Monitor and provide executive direction to the following functions: short and long term system planning and design, power load analysis, power purchasing, rate analysis and structuring based on "Cost of Service" techniques, construction and maintenance specifications and schedules for O&M projects; quality control measures, outage/emergency response, revenue analysis and budget management, purchasing, contract negotiation and administration, capital projects, system inventory, WECC compliance documentation, and other electrical operations.

Supervise, plan, and coordinate the work of assigned personnel; ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel issues; mediate disputes between users and staff; conduct performance evaluations and enact discipline or rewards as needed; recommend staffing decisions including hiring, firing, and training; maintain and review all work records, reports, documentation, and work specifications; conduct complex research on a variety of ad-hoc assignments; represent the department and the City on various committees, boards, regulatory bodies, or commissions; actively represent public power interests in State, area, and national organizations; coordinate with multiple agencies, City officials, and other government management personnel including the Energy Advisory Board, Municipal Council and Mayor's Office; serve on general design and project review committees and recommend projects; advise the City in Energy matters; prepare and present various statistical and analytical reports; perform duties of lower-level staff and other related duties as required.

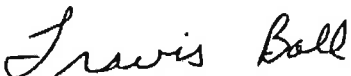
MINIMUM REQUIREMENTS: Bachelor's degree in electrical engineering, public administration, or a closely related field; and five (5) years of experience administering electric utility programs – three (3) years of which were in a responsible management capacity; **OR** an equivalent combination of job-related education/training [substituting each one year of post-secondary education/training for six months of experience].

ELECTION FACTORS: *Knowledge of:* the functions, operations, terminology and duties associated with electrical power systems; laws, codes, rules, and regulations governing municipal power systems; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative processes; safety policies and practices associated with all aspects of electrical power systems; effective training methods and processes; current practices in the field of municipal power; electrical power rates and forecasting techniques and practices. *Skill in:* dealing with stressful situations firmly and tactfully; complex project management; contract administration and negotiation; evaluating electrical power systems to identify system needs both short term and long term; preparing and delivering clear, concise, and informative reports and presentations; and practicing trust-building behaviors. *Ability to:* effectively direct and manage human and material departmental resources; plan, organize, and direct major staff functions, projects, and operations; quickly and accurately perform work; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in the department; communicate effectively both verbally and in writing; recognize potential and actual dangers and determine proper courses of action; review the work of subordinates and provide advice and assistance on work improvements; design program objectives and/or evaluate program accomplishments; read, comprehend, and enforce, in a positive manner, rules and regulations; explain technical plans to non-technical officials and the public; develop and maintain effective relationships with coworkers, the public, and superiors and demonstrate respect, integrity, courtesy, and kindness at all times; and demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer terminal, telephone, and vehicle.

PHYSICAL DEMANDS: Moderate physical activity. Required to push, pull, or lift medium weights; uncomfortable working positions such as stooping, crouching, and bending; walking through construction and development projects; sitting at work stations for prolonged periods maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Occasional exposure to dust, noise and periodic bad weather at work sites; periodic exposure to high volume traffic areas and heavy construction equipment; Occasional exposure to high-stress situations, including, contact with the public in confrontational or uncomfortable circumstances.



Department Director

5/23/2017

Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.