

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Energy Business Manager	Job Code: 2751
Date: August 24, 2021	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is the professional management of accounting, business operations, and warehouse operations in the Energy Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Energy Director and performs all work under general direction. This work is distinguished by its responsibility to manage financial/business operations across all divisions and oversee the warehouse of the Energy Department.

ESSENTIAL DUTIES: Establish, monitor, and control department operating and capital improvement budgets and financial policies and procedures; oversee preparation of budget data and accurate reports; using departmental/divisional objectives, resource availability, and statutory considerations, assist divisions in preparing and developing budgets, analyzing projected budgets, and planning expenditures for both annual operations and maintenance budgets; provide technical consultation and training on budget issues; implement financial best practices; develop and recommend long-range financial plans for the department; consult and meet with Finance Division to verify budget data, request budget adjustments, obtain budget approvals, and review utility rate changes; advise Energy Director on all business-related issues; as needed, lead and assist in designing and implementing financial projects.

Oversee accounting functions including accounts receivable, accounts payable, sales summaries, inventories; monitor revenue requirements; implement internal financial controls including monitoring flow of funds and reviewing expenditures for accuracy; recommend service delivery and cost recovery options; prepare bidding documents, requests for proposals, and other procurement documents; maintain relationships with vendors; oversee, direct, and conduct analytical studies on various project and policy issues, forecasts, business operations, utility rate competition, complex rate structures and cost-of-services analyses; recommend user charges and fees; prepare financial and statistical reports and materials for Energy Director, City Administration and make presentations to the Municipal Council as needed.

Oversee warehouse functions; supervise, plan, and coordinate the work of assigned employees including scheduling of workload and coordinating workflow; oversee training of staff; ensure work is completed accurately and efficiently; identify, evaluate, and resolve employee concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions including the hiring and firing of employees; maintain and review all reports, work records, work specifications, and appropriate documentation; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Accounting, Public Administration, or Business Management, or related field and 6 years of progressively responsible experience in budget planning, financial analysis, municipal accounting, or related field **OR** an equivalent combination of related education and/or experience [substituting each 1 year of post-secondary education/training for 6 months of experience]. MPA, MBA, MACC preferred.


License(s)/Certificate(s): A valid, lawful Driver License is required.

SELECTION FACTORS: *Knowledge of:* technical governmental accounting and budgetary planning methods; modern supervisory and managerial practices; research methodology; related laws, codes, rules, and regulations governing the functions of the position including OSHA; policies and procedures established for the work system; the operations, functions, and terminology common to the work; a wide variety of financial management reports and data; program and project planning and organization; warehouse procedures; basic English composition, spelling, and grammar. *Skill in:* detecting and analyzing internal financial control issues and formulating effective solutions; developing complex spreadsheets; presenting findings and analyses including preparation of clear, concise, and informative reports and presentations; practicing trust-building behaviors. *Ability to:* organize assigned work and develop effective working methods; effectively manage and train assigned employees; analyze, interpret, and present a wide variety of financial reports, software programs, and data; quickly and accurately perform work; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgement while evaluating situations and in making determinations; communicate effectively both verbally and in writing.

TOOLS AND EQUIPMENT USED: Calculator, computer, telephone, presentation charts and software, vehicle, other office equipment.

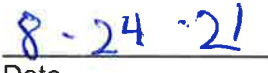
PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods while maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards except for exposure to potentially stressful situations such as the meeting of strict deadlines and contact with individuals in potentially difficult situations.


Department Director


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.