

Definition:

Under administrative direction, to provide general management of the City's electric utility. Direct, manage, and supervise the operation of the Electric Utility Department.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Director of Electric Utility include, but are not limited to, the following:

1. Advise the City Manager in all matters relevant to the electric service provided by the City of Redding.

Measures: Provide supervision and direction that results in the resolution of day to day Department level issues.

2. Responsible for the general direction and supervision of plans for the future development of the electrical facilities and resources.

Measures: Accomplishes near-term objectives and moves the Department toward accomplishment of its long-term goals for provision of electric service.

3. Provide general direction for all work related to the design, engineering, construction, maintenance, and operation of the Electric Utility Department's facilities, including generation, transmission, and distribution.

Measures: Maintain levels of production required for each division manager in support of goals and objectives. Complies with various operating permits and meets mandatory reliability requirements.

4. Recommend revenue requirements and rate structures consistent with sound business principles and City policies.

Measures: Revenues are adequate to meet expenses and rate structures are fair to the various customer classes.

5. Maintain current knowledge of important developments at the State and Federal level as they relate to the City's electric utility.

Measures: Keeps current with legislative and regulatory developments.

6. Act as the City's primary interface with other electric utilities and for providing technical, strategic, and financial information for participation on State or Federal regulatory or legislative energy matters in which the City has an interest.

Measures: Ability to communicate Department concerns and requirements effectively such that the Department maintains the support necessary to perform its mission.

7. Meet with large industrial and commercial customers, and the public in general, as necessary, to represent the Electric Utility Department's activities.

Measures: Ability to produce results through representation which are beneficial to the City and its electric consumers.

8. Responsible for administering the functions of the Department, including justifying and overseeing the capital improvement and annual operating budgets, making recommendations regarding hiring and firing of personnel, and supervising the maintenance of the Department's files and records.

Measures: Department is administered in an efficient and effective manner.

9. Responsible for customer service functions, including meter reading and customer billing for all City-owned utilities (electric, water, wastewater, storm drains, and solid waste).

Measures: The Customer Service division is managed in an effective manner. Customers receive excellent service on a consistent basis.

10. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

The electric industry in California; system operation; engineering design and standards; resource planning; personnel supervision; management/union relations and contract negotiation; financial planning; and budget preparation and administration.

Ability to:

Effectively communicate both verbally and in writing. Interact effectively with the public, elected officials, and employees. Successfully manage and administer the functions as listed above.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's degree from an accredited

college, or university, or equivalent in the appropriate engineering discipline. Advanced degree preferred.

Experience:

Typical experience would include ten years relevant experience in increasingly responsible engineering or management positions, in the electric utility industry, at least two years in a direct supervisory or managerial position. An advanced engineering or business degree may be substituted for up to two years of the experience requirement.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.

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