



CITY OF GLENDALE
Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Power Contracts Manager**

An Equal Opportunity Employer

SALARY: \$9,336.82 - \$13,581.29 Monthly

OPENING DATE: 11/18/19

CLOSING DATE: Continuous

FLSA STATUS: Exempt

EXAMINATION TYPE: Open Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

Under the general direction of the Integrated Resources Planning Administrator, this management position recommends, negotiates, and prepares the City's power resources contracts and agreements in accordance with the direction and goals established by management; actively participates in regulatory, legal and project administration efforts.

Essential functions of the job include, but are not limited to, the following:

Participates in the negotiation, evaluation, and implementation of bulk power supply contracts, including resource purchase and sale, transmission, settlement, interconnection, interchange, development, participation, and operation agreements.

Drafts contract documents and coordinates review with management and legal staff; oversees the execution and administration of contracts.

Ensures adherence to confirmation process by confirming trades executed under established agreements.

Manages the counterparty approval, credit, and collateral management processes.

Assures compliance with the Energy Risk Management Policy and related policies.

Monitors and supports City participation in legislative and regulatory activities impacting power procurement and management operations to ensure City's compliance therewith.

Prepares or directs preparation of regulatory and legal filings related to the City's resource operations; provides oral and written testimony as required.

Reviews and ensures the City is in compliance with contractual terms and is receiving similar compliance from contracting parties in accordance with prepared task lists, schedules, procedures and guidelines for administering and evaluating all resource related agreements.

Evaluates contractual obligations and limitations, and recommends desirable modifications for the purpose of optimizing the City's benefits.

Analyzes and recommends resource-operating strategies and assists in the creation of contractual guidelines for related resource functions.

Negotiates settlement of contractual disputes in coordination with Legal and management.

Assists in the settlement of natural gas purchases and wholesale power supply transactions with traditional counterparties and the California Independent System Operator.

Travels 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.

Prepares the section's annual budget, long term power supply cost forecast, and controls appropriated funds to assure that expenditures are in compliance with the budget.

Develops relationships with other parties participating in the wholesale power trading market to enhance the City's ability to function in the market place.

Serves as departmental representative on City and project committees, agencies, and industry associations.

Supervises the preparation of reports and graphic displays for use in presentation of study results and recommendations to the GWP Commission and City Council.

Ensures Department services are provided with the highest level of customer service and ethical standards.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Contract law and Federal/State utility regulations.

Personal computer applications and data structures related to wholesale trading and settlement activities, including programs and data analysis techniques.

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.

Principles and practices of organization, administration, budget, personnel management, risk management, and computer applications.

Principles and practices of power pooling, control area operations, and energy interchange.

Principles and practices of public utilities management.

Transaction negotiation techniques and strategies.

Knowledge of and skill in:

Exceptional customer service practices.

Ability to:

Communicate complex subjects clearly and concisely, orally and in writing.

Effectively implement procedures promulgated by the WECC, NERC, and the California Independent System Operator consistent with the Utility's Internal Compliance Program.

Establish and maintain effective working relationships with associates, department and City executive management, as well as other City departments and outside agencies.

Establish and maintain effective working relationships with representatives of other industry

organizations.

Evaluate resource needs to meet long-term forecasted loads.

Identify and evaluate potential opportunities for resource acquisition.

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

Model and practice the highest standards of ethical conduct.

Negotiate, coordinate, and administer contractual arrangements with counterparties, joint power agencies, and the California Independent System Operator.

Plan, schedule, and coordinate resource planning, term trading, and management activities involving staff, counterparties, and other City departments, divisions or sections.

Provide exceptional customer service to those using the Glendale Water & Power Department.

Resolve transaction and regulatory issues.

Select, supervise, train, and evaluate professional, technical, and clerical subordinates.

Serve on intra- and inter-organizational committees, teams, and task forces related to the power industry.

Other Characteristics

Willingness to:

Work the necessary hours and times to accomplish goals, objectives and required tasks.

Assume responsibility for maintaining a safe working environment.

Plan, initiate, recommend and carry out actions as required.

Fully embraces the value and merits of a well-qualified, diverse workforce that is generally reflective of the surrounding labor market.

Experience

Five years of progressively responsible professional experience in electric utility and/or power marketing, including extensive experience in at least one of the following areas: contract administration, resources planning, resource operations or control area operations.

Education/Training

Bachelor's Degree in civil, electrical or mechanical engineering, business administration, public administration, finance, accounting or a related field.

License(s) / Certification(s)

Valid Class C California driver's license.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation, an oral interview, with the evaluation as qualifying steps and the oral interview 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

Power Contracts Manager Supplemental Questionnaire

- * 1. Do you possess a Bachelor's Degree or higher in civil, electrical or mechanical engineering, business administration, public administration, finance, accounting or a related field?
 Yes No

- * 2. Do you possess a California Class "C" Driver's License?
 Yes No

- * 3. Do you possess at least five years of progressively responsible professional experience in electric utility and/or power marketing, including extensive experience in at least one of the following areas: contract administration, resources planning, resource operations or control area operations?
 Yes No

- * 4. If your answer to question #3 is yes, please describe your applicable experience. If you answered no, please mark n/a.

- * 5. Please describe your experience specific to wholesale power trading market. If you don't have any experience, please mark n/a.

- * 6. Please describe your experience in negotiation, reviewing, and/or administering adherence to contract terms and conditions as it relates to utilities. If you don't have any experience, please mark n/a.

- * 7. Please list and describe the type of contracts you have experience with. (Example: WSPP, ISDA, EEI, NAESB, Power Purchase/Sale Agreement, Broker Service Agreement, Transmission Service Agreement, Firm Transportation, Equipment Supply Agreement, Professional Services Agreement, etc.) If you don't have any experience, please mark n/a.

- * 8. If you currently work for a public agency or have worked for one in the last 5 years, please list your position title as well as your final monthly salary or hourly wage.

- * 9. Within the salary range as identified on this bulletin, what are your salary expectations for this position?

- * 10. How did you FIRST learn about this position?
 - City of Glendale Website
 - Visited Human Resources in person
 - Currently a City employee
 - Friend or relative
 - GTV6

- Glassdoor
- GovernmentJobs
- Indeed
- LinkedIn
- Twitter
- Other

* Required Question