



City of Colton Utilities Planning Manager

SALARY	\$57.53 - \$69.92 Hourly \$9,971.10 - \$12,119.95 Monthly \$119,653.25 - \$145,439.42 Annually	LOCATION	Colton, CA
JOB TYPE	Full-time	JOB NUMBER	23/24-00059
DEPARTMENT	Electric Utility	OPENING DATE	02/01/2024
CLOSING DATE	Continuous		

Definition



The City of Colton has an immediate opening for a **Utilities Planning Manager** in the **Electric Department**. Interested and qualified candidates are encouraged to apply **ASAP** as the position may close at any time. First review of applications will be on **March 1, 2024**.

DESCRIPTION:

Under the direction of the Assistant Director of Utility Operations, plan, direct, supervise, and review the development of wholesale power supply resources; manage and participate in activities to the City's power resources; implements cost effective wholesale purchasing strategies; provides complex administrative, professional and technical support to the Assistant Director; and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Utilities Planning Manager** is the professional classification responsible for leading the analysis of the Electric Utility resources, state, local, and federal reporting functions, renewable energy reporting functions, settlement activities, and electric utility accounting. This class is distinguished from the Utility Resource Analyst by its emphasis on electric utility resource power acquisition, financial planning for electric and legislative and regulatory analysis.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over professional, technical and clerical staff.

Essential Functions

EXAMPLES OF ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional,*

position-specific duties.

- Assist the Assistant Director in the development of criteria and assumptions for system resource planning and analyses.
- Develop financial forecasts for the Electric Utility Department and tracks budgeted versus forecasted expenditures.
- Develop strategies to reduce energy costs to maximize utilization of City-owned energy resources and to minimize cost to rate payers.
- Perform market analysis and resources optimization.
- Participate in ongoing stakeholder processes for various market initiatives; provide recommendations related to long term procurement of energy, transmission and gas.
- Keep abreast of development of state and federal level of legislative and regulatory topics that have impact to the Utility.
- Manages and plans wholesale and retail energy procurement services and activities within the Department; implements and evaluates goals, objectives and practices relating to the provision of effective use of the utility's power resources.
- Participate in transaction analysis and CAISO settlement activities.
- Review and reconcile power bills, generation costs and energy deliveries.
- Prepare and submit compliance and regulatory reports.
- Works with the conservation group to evaluate the cost effectiveness of different conservation and DSM programs.
- Keep abreast of different filings, attend legislative and regulatory meetings representing the Department before the Air Resources Board, Southern California Public Power Authority, California Energy Commission, California Independent System Operator, and other regulatory agencies.
- Manage the purchase/sale of Greenhouse Gas (GHG) carbon allowances and develop bidding and purchasing strategies to acquire these allowances.
- Manage the purchase/sell of Resources Adequacy and/or Renewable Energy Credits.
- Assists in the development, administration and monitoring of the Department budget.
- Works and coordinates efforts of outside legal counsel and energy consultants on regulatory and legal matters.
- Assists in the development of short-term and long-term strategic plans.
- Work closely with the Electric Engineering Division to develop long-term capital requirements.
- Assist with coordination of City efforts to obtain renewable resources in accordance with applicable legislation and City goals.
- Gather monthly load data; create spreadsheets to calculate system load factor data, peak demand, and other operating data.
- Administer the electric utility rate study, and integrated resources plan.
- Prepare agenda items for City Council and Commission Meetings.
- Support the City's participation in various project and industry committees to protect and further City interests.
- Participates in the selection and training of assigned personnel.
- Supervise contract management by initiating all various type of contracts, generating staff reports, and presentations accordingly for approval process.
- Maintain prompt and regular attendance.
- Perform other related duties as assigned.

Qualifications

TRAINING AND EXPERIENCE:

A typical way to obtain this knowledge and abilities would be:

Education: Bachelor's Degree from an accredited college or university with major course work in engineering, mathematics, statistics, economics, business, administration or finance.

AND

Experience: Five (5) years of directly related experience in resource planning, market operations, regulatory matters, financial analysis or electric utility accounting/systems/or transactions analysis.

SPECIAL REQUIREMENTS:

- A valid California Class "C" Driver's License and acceptable driving record is required.

Additional Information**Knowledge of:**

Principles and practices of utility resource procurement and administration; technology of resource planning, analysis and operation; operations and standard operating procedures of an Electric Utility program; load analysis and load forecasting techniques and principles; fundamentals of regulatory agencies and utility legislative proceedings; complex principles and practices of budget, accounting, rate setting and general financial issues of municipal Electric Utilities; principles and practices of budget administration; applicable Federal, State, and local laws, codes and regulations; occupational hazards and standard safety practices; modern office equipment including a computer and applicable software; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; proper English, spelling, and grammar; complex principles of statistics and mathematics.

Ability to:

Perform described duties and related tasks with minimal supervision and in a responsible and professional manner; perform and complete comprehensive assignments in an efficient and timely manner; interpret and evaluate results of calculations and analyses to determine validity, practicality, and applicability of results; courteously respond to community issues, concerns and needs; prepare clear and concise administrative and financial reports; make adjustments to standard operating procedures as is appropriate; apply applicable laws, codes, and regulations; communicate clearly and concisely, orally and in writing; understand and follow instructions; establish and maintain effective working relationships.

ADDITIONAL INFORMATION:

The candidates with the most desired qualifications and that best meet the city's needs will be invited to participate in the Oral Board Interview process. Candidates successful in this process will have their names certified to an eligibility list. This list is valid for one (1) year.

Disaster Service Worker Government Code Section 3100

Agency

City of Colton

Address

650 N. La Cadena Drive

Colton, California, 92324

Phone

(909) 370-5064

Website

<http://www.coltonca.gov>

Utilities Planning Manager Supplemental Questionnaire***QUESTION 1**

Do you possess a Bachelor's Degree (or higher) from an accredited college or university with a major in engineering, mathematics, statistics, economics, business, administration or finance? If yes, please state the major of the degree. If you do not possess a Bachelor's Degree, please type N/A.

***QUESTION 2**

Please explain your experience with regulatory agencies such as CAISO, CARB, and CEC or similar agencies? Please provide information on the agency, the regulation, and outcome. If you do not possess any experience, please type N/A.

***QUESTION 3**

Please explain in detail your experience in developing and supporting Power Integrated Resource Plans or any resource planning activities.

***QUESTION 4**

Please explain in detail your experience with developing and management of electric utility budgets.

***QUESTION 5**

Please provide a sample of your writing skills, preferably a 1-3 page report that you have written. You can upload your sample or copy paste here. If you do not have a sample please type "n/a".

* Required Question