



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

**INVITES APPLICATIONS FOR THE POSITION OF:
 Assistant General Manager / Power Management**

An Equal Opportunity Employer

SALARY: \$11,935.05 - \$17,361.68 Monthly

OPENING DATE: 05/16/22

CLOSING DATE: Continuous

FLSA STATUS: Exempt

EXAMINATION TYPE: Promotional and 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

NOTE: In an effort to ensure a safe and healthy workplace for all employees, City of Glendale has implemented a Mandatory COVID-19 Testing Policy. The Policy will require all City employees, volunteers, interns, and new hires to test for COVID-19 on a weekly basis unless they provide proof of having received their single dose of a one-dose COVID-19 vaccine regimen or the second dose of a two-dose COVID-19 vaccine regimen. This Policy is currently suspended but may be re-implemented depending on the circumstances.

Under general direction of the General Manager of Glendale Water & Power, this management position plans, directs, supervises, and reviews the development, identification, and administration of Power Management services; plans, directs, supervises and reviews the development, negotiation, monitoring, administration, and settlement of transactions related to power resource contracts; and plans, directs and supervises participation in regulatory, legal and project administration efforts related to power resource management and the power plant operation.

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

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

Manages the City's power management; including supply, generation, and remote transmission projects.

Manages the preparation in negotiating asset procurement, power purchase and transmission services agreements from wholesale counterparties.

Directs staff in managing and procuring imbalance energy in the term and cash markets.

Directs the preparation of reports for regulatory agencies in matters related to integrated resources planning.

Directs the development and implementation of forward strategies to enhance and optimize the City's positions in the market in a fiscally responsible manner.

Directs the development of renewable and clean energy alternatives for incorporation into the City's power supply portfolio and sees the successful transition of the power supply to meet the clean energy mandates of the City and State.

Directs staff to periodically evaluate performance and compliance of existing power contracts; report evaluation results to executive management regarding their benefits and burdens.

Directs engineering work for the planning and operations of the electrical system in accurately forecasting power needs, planning needed system modifications, developing conventional and alternative energy sources which are needed and reliable, negotiating and administering power/energy purchase contracts, promptly handling governmental reporting requirements, purchasing economical energy from outside sources and efficiently scheduling system operations.

Directs the preparation of short-term and long-term forecasts for peak demand, power system energy & fuel requirements, and sales & revenue requirements.

Directs engineering work for the operation and maintenance engineering requirements of the power plant. Directs departmental efforts in the economical and effective operation, maintenance and improvement of the electric generating plant.

Analyzes operations and recommends improvements to increase manpower utilization, control costs, simplify work methods and better plan and monitor organizational performance.

Oversees operation and engineering personnel for the installation and maintenance of the Power Scheduling and Accounting System, control systems for the power plant, and other computer systems.

Directs efficient handling of land and right-of-way engineering, property management, permit review and processing, environmental impact studies and Federal grant administration.

Prepares written reports and correspondence, and recommends procedural changes to improve efficient operation of the section.

Prepares and monitors Supply Section budget recommendations for construction, operation and maintenance. Conducts rate studies and other financial management and analysis activities.

Reviews and evaluates employees' job performance, and effectively recommend personnel action.

Plans, lays out, and delegates work to subordinate employees.

Maintains liaison with other departments in connection with the Power System's operation. Represents the utility in meetings with other City departments, outside agencies, the Glendale Water and Power Commission, and the City Council. Confers with the public and representatives of other agencies relating to Power System matters. Works closely with Southern California Public Power Authority.

Reviews and maintains current knowledge of Federal, State and County laws, and City ordinances relevant to the operation of a Power System.

Assists with the establishment of departmental policies, procedures, and performance standards.

Makes presentations to the City Council, Water & Power Commission and other groups as required.

Drives on City business.

May perform the duties of General Manager in his/her absence.

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

Minimum Requirements

Knowledge, Skills & Abilities

Knowledge of:

Applicable Federal, State and Local laws and regulations related to power supply and management including renewable and clean energy mandates.

Applicable safety rules, practices and procedures affecting the operation of a water and electric utility.

Contracts related to power and natural gas resources.

General Governmental budgeting/accounting procedures.

Laws, ordinances, and court decisions relevant to the operation of a water and electric utility.

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

Principles and practices of public utilities management.

Principles of load forecasting, scheduling and dispatching of power and natural gas.

Principles of market operations in the California Independent System Operator's markets.

Principles of organization, administration, and supervision.

The operation of a municipal power system.

Ability to:

Provide exceptional customer service to those utilizing the services of Glendale Water & Power. Assist the General Manager with running a successful Water & Power Division within a given budget.

Communicate effectively, orally and in writing.

Deal with all levels of employees and the public.

Effectively supervise subordinates.

Establish and maintain smooth and effective working relationships.

Foster a teamwork environment.

Lead, coach, instruct and motivate employees.

Model and practice the highest standards of ethical conduct.

Negotiate, coordinate, and administer contractual arrangements with other agencies/utilities and resolve issues.

Organize, assign and schedule workload among employees.

Provide clear work instructions.

Review and evaluate employees' job performance.

Run a successful section within a given budget.

Speak before groups of people.

Apply common sense and logic in decision making.

Other Characteristics

Willingness to:

Work 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.

Experience

Eight years of progressively responsible professional experience in a utility or similar major business operation, including four years in a managerial capacity. A significant portion of the experience must be in power system operations or power management areas.

Experience managing and negotiating asset procurement, power purchase, and transmission services agreements from wholesale counterparties is highly desirable.

Experience in directing the preparation of reports for regulatory agencies in matters related to integrated resources planning is highly desirable.

Experience in evaluating the performance and compliance of existing power contracts is highly desirable.

Education/Training

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

Master's Degree in Engineering, Business Administration, Public Administration or a related field is desirable.

License(s)/Certification(s)

Valid California Class C driver's license.

Promotional Eligibility

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment, and is occupying a permanent full-time classification on file in the Human Resources Department. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours. (Civil Service Rule VIII 4-E).

Note

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

Exceptional Customer Service Policy

The City of Glendale places a high importance on quality customer service and prides itself for the high level of services it provides by every employee of the organization. As employees of the City of Glendale, we are committed to providing our diverse community and each other with courteous, considerate, and personal attention.

Please click on the link to read the [Exceptional Customer Service Policy](#).

SELECTION PROCESS

EVALUATION OF APPLICATION: 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 selection process.

ORAL INTERVIEW: (Weight of 100%) To evaluate the applicant's experience, education, and general background for the position.

Candidates must pass each exam component with a minimum score of 70.00% in order to be placed on the eligible list.

TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. 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. The selected candidate will be subjected to a background check including Livescan fingerprinting. 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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.glendaleca.gov>

Job #22-00101
ASSISTANT GENERAL MANAGER / POWER MANAGEMENT

Assistant General Manager / Power Management Supplemental Questionnaire

- * 1. The position you are applying for is a promotional/open position for current City of Glendale employees as well as for the general public. If you are a current City employee, please enter your City of Glendale Employee ID Number. If you are not a current City Employee, please write N/A

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

- * 3. Do you possess eight years of progressively responsible professional experience in a utility or similar major business operation, including four years in a managerial capacity?
 Yes No

- * 4. If your answer to #3 is yes, please provide details surrounding your applicable experience. Please be sure to address all required experience. If your answer is no, please enter N/A.

- * 5. Do you possess experience in power system operations or power management?
 Yes No

- * 6. If your answer to #5 is yes, please describe in detail your experience managing Power Management Services. Please describe your direct experience managing multi-million dollar Power Management projects through its succession. If you answered "no," please enter N/A.

- * 7. Do you possess experience in managing and negotiating asset procurement, power purchase, and transmission services agreements from wholesale counterparties?
 Yes No

- * 8. If your answer to #7 is yes, please provide details surrounding your applicable experience. Please be sure to address all required experience. If your answer is no, please enter N/A.

- * 9. Do you possess experience in directing the preparation of reports for regulatory agencies in matters related to integrated resources planning?
 Yes No

 - * 10. If your answer to #9 is yes, please provide details surrounding your applicable experience. Please be sure to address all required experience. If your answer is no, please enter N/A.

 - * 11. Do you have experience in evaluating performance and compliance of existing power contracts?
 Yes No

 - * 12. If your answer to #11 is yes, please provide details surrounding your applicable experience. Please be sure to address all required experience. If your answer is no, please enter N/A.

 - * 13. 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 for that position.

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

 - * 15. How did you FIRST learn about this position?
 - City of Glendale Website
 - Visited Human Resources in person
 - Currently a City employee
 - GTV6
 - Glassdoor
 - GovernmentJobs
 - Indeed
 - LinkedIn
 - Twitter
 - Other
 - Blackjobs
 - Hispanicjobs
 - SCPPA
- * Required Question