



## CITY OF BANNING, CALIFORNIA

### Power Resource & Revenue Administrator

Job Code: 5021

FLSA ☒ Exempt ☐ Non-Exempt

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**JOB DEFINITION:** Under general direction, performs a variety of duties associated with ensuring adequate utility resources at reasonable rates to meet the City's current and future electrical demands. Participates in regulatory, legal and project administration efforts. Manages the City's Public Benefits Programs and Field Services functions, and supervises the activities of assigned personnel.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Administers the City's power and transmission contracts. Assists the Electric Utility Director with the administration of the Electric Utility. Performs detailed analyses to establish the City's energy needs. Evaluates and monitors the electric market to determine the best products for meeting energy requirements and efficiencies. Evaluates proposals for electric generation to determine the project viability and cost benefit to the City.

Develops and maintains databases and spreadsheets to analyze, monitor and validate the Electric Utility's expenses, revenues, retail consumption, distribution and losses. Identifies and recommends opportunities for cost savings. Monitors and analyzes the utility's fiscal condition. Creates reports to inform upper management and track data. Validates and approves power purchase invoices.

Participates in negotiations, generating agreements and transmission contracts, settlement litigations and rate cases. Reviews and maintains a working knowledge of power resource contracts and agreements. Reviews and evaluates regulatory, legal and policy documents, correspondence and reports from various State and Federal agencies to determine the impact on the City. Manages special projects, interfaces with vendors, contractors and City personnel and ensures satisfactory completion of projects. Represents the City at a variety of meetings and conferences.

Manages the development and implementation of programs and services funded by the Public Benefits Charge for industrial, commercial and residential electric utility users. Directs, monitors and evaluates the activities of assigned personnel to ensure effective administration of the City's Public Benefits Programs.

Directs, monitors and evaluates the activities of the Field Services personnel performing the functions of meter reading, initiation and termination of utility services, and diversion investigations.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of contract management.
- Knowledge of file and records management principles.
- Knowledge of negotiation and agreement policies and techniques.
- Knowledge of research methods and procedures.

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# CITY OF BANNING, CALIFORNIA

## POWER RESOURCE & REVENUE ADMINISTRATOR

**Job Code: 5021**

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- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Business Management, Economics, Finance or related field **AND** five (5) years experience in resource planning, economic or financial analysis, and/or contracts management.

**ADDITIONAL REQUIREMENTS:** May be required to work outside the traditional work schedule.