

**MAJOR FUNCTION**

This is responsible professional, technical, fiscal supervisory and administrative work in wholesale electric energy and natural gas supply acquisition and trading. The work involves lead responsibility for developing and implementing commercial arrangements based on logistics and analysis of technical, fiscal, market and procedural factors. The activity is primarily for (but not limited to) the Electric and Gas Utilities of the City and also involves (and relies on) facilities of other utilities and market participants. The employee in this class is responsible for developing strategies and work plans, supervising, evaluating, initiating performance, documentation and communication of daily and short-term wholesale energy transactions, as well as longer term energy related contracts, projects and activities for the City. The employee also performs various types of energy risk management tasks for the City through the physical or financial trading of commodities and application of appropriate risk mitigation instruments. Work is performed under the general supervision of the General Manager-Utility Services with considerable independence, initiative and professional discretion. Work is reviewed through conferences, reports, and by results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes and administers the review and analysis of the City's Electric and Gas Utilities energy requirements in conjunction with the industry's infrastructure limitations, regulatory mandates, market conditions and competitive business considerations, within the City's physical and financial risk management program parameters. Assures daily delivery of natural gas and electricity required for the City's Electric and Gas Utilities and wholesale customers at the lowest possible cost and in compliance with applicable rules, mandates and contractual arrangements. Confers and negotiates daily with natural gas and electricity producers/providers, pipeline representatives, electric transmission providers and others concerning price and transaction terms for natural gas, electricity, related services and delivery schedules. Develops, negotiates, purchases and trades acceptable risk mitigation products such as futures, options, swaps and structured contracts, used to hedge various types of energy related risks. Monitors computer based energy market information systems and trading networks and interacts as appropriate. Confers daily with managerial/supervisory staff of the City's Electric and Gas Utilities, other customers, consultants or contractors and trading partners. Monitors and performs operation of the City's electric Energy Management System based on resource availability, infrastructure limitations, system reliability, requirements and economics. Orders implementation and adjustments of delivery schedules and transactions as required. Assures documentation of all transactions, and daily schedules for the purchase, sale, transportation, delivery and exchange of natural gas, electricity and related services. Reviews and prepares monthly billing and cost information statements required for the issuance of invoices, processing of payment requests, and computation of fuel or energy adjustments. Reviews applicable tariffs, contracts, practices and methods; suggests revisions as required. Establishes, develops and applies computer formulas and programs in order to communicate and record data on transaction status and schedules. Develops cost allocation and billing databases. Participates in the development and implementation of procedures, contracts and mandates. Conducts statistical analysis and benchmarking. Represents the City at local, regional and national levels of the energy industry in meetings, coalitions and organizations, relative to utility fuels and transportation, energy marketing, electric transmission, regulatory and judicial forums and other related areas; also prepares and presents expert testimonies. Stays abreast of market conditions and developments. Must be available and may be required to work on shifts to insure that the office is covered around the clock on holidays or under special circumstances. Recommends selection, advancement, transfer, grievance resolution, discipline and dismissal of subordinate personnel. Conducts performance evaluations, and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Attends external and/or City sponsored development opportunities to increase general and specific knowledge base. Performs related work as required.

**DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills

Thorough knowledge of engineering methods, techniques and practices of electric utility operations. Thorough knowledge of the principles, practices and methods used in the acquisition, trading, transportation, exchange and delivery of natural gas and electricity. Thorough knowledge of energy related commodities products and financial trading. Thorough knowledge of applicable governmental rules, industry standards and procedures. Ability to prepare written reports on financial, technical and operational matters. Ability to maintain accurate records. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, orally and in writing. Ability to plan, assign, direct and review the work of others and provide instructions in a manner conducive to high performance and good morale. Skill in the use of personal computers and computer based interactive information systems.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, accounting, economics, finance, or computer science and five years of professional work experience in utility or fuel marketing, electric or gas utility operational engineering, or electric generation planning or system control operations; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 01-23-97

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01-24-02  
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