

ELECTRIC RATES AND FINANCIAL ADMINISTRATOR

DEFINITION

To plan, organize, direct and supervise activities associated with financial planning and reporting and customer information services within the Electric Department; to manage rate design and analysis and load research and forecasting activities; to coordinate and monitor department budget; to manage advanced metering and billing activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Assistant Electric Utility Director.

Exercises direct supervision over assigned professional staff, technical and administrative staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for financial and customer information services; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in complex professional research and analysis related to a variety of electric utility projects and programs, including rate design and analysis, load research, load and revenue forecasting and budgeting, debt management and financial reporting, database design, programming and management.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Coordinate annual and mid-year budget preparation and administration for the department and unit; prepare cost and revenue estimates for budget recommendations; submit justifications for staff, equipment, and supplies; monitor and control expenditures, transfers and adjustments; monitor and revise budget expenses and revenue forecasts..

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Manage customer rate analysis, rate design and rate planning activities; recommend rate changes as supported by statistical data collection and analysis; develop and implement rate and billing auditing and quality control procedures; design new billing practices to comply with new regulations.

Perform short and long-term financial planning related to current and projected demands and rates; develop and present long term rate stabilization plans to executive management, the public and City Council..

Coordinate responses to credit rating agency inquiries; monitor and report on utility's compliance with City Council and bond covenant financial criteria; evaluate and report on debt restricting proposals.

Develop and maintain the systems and processes to enable the unit to research, evaluate and prepare statistical, financial, utility billing and demographic data for use in staff reports, studies, surveys and complex analysis.

Develop and manage RFPs; initiate, negotiate and maintain consulting contracts, software maintenance agreements; develop and maintain stable and long term business relationships with third party service providers and industry contacts.

Participate in the compilation and submission of regulatory compliance reports.

Coordinate and oversee electric billing data warehousing activities; collect and transmit hourly load data to Finance Department for industrial billing purposes; implement and manage associated and supporting information systems and processes.

Research, test, manage and implement data and software system resources and products for load and revenue forecasting, load research, business analytics and associated processes.

Research and analyze legislation that affects public electric utilities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced principles and practices of electric utility rate research, design, implementation and cost of service analysis.

Advanced principles and practices of load and revenue forecasting, load research, and applied statistics.

Advanced principles and practices of utility cost of service, overhead allocation and indirect cost allocation modeling.

Sophisticated computer applications related to financial analysis, database management, operational and forecast modeling and financial management systems as used in the electric utility industry.

Governmental fund accounting processes and systems.

Advanced utility billing and metering systems and practices.

Principles and practices of economic modeling including project cost-benefit analysis, ROI, IRR and NPV.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct financial and customer information services operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent rate design and forecasting results and department policies and procedures; make related public presentations.

Develop, implement and monitor a complex budget.

Apply macro and microeconomic variables to electric financial activities.

Coordinate and monitor department budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in financial analysis and/or rate design in an electric utility, including two years of supervisory responsibility. Experience in fixed asset accounting, asset management, and customer account analysis desirable.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, accounting, economics, mathematics or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

02-09-13	Electric Rates and Financial Administrator
07-01-05	Rates and Customer Information Manager
04-06-05	
10-19-01	Administrative Electric Services Manager
03-02-00	Asst. to Electric Utility Director