



ASSISTANT GENERAL MANAGER - ELECTRIC UTILITY

DEFINITION

To assist the general manager in the managing and operation of the electric utility; to plan, organize, and direct the activities of the District; and to provide highly complex staff assistance to the General Manager.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next higher classification of General Manager in the latter has overall responsibility for the Lathrop Irrigation District. This is an unclassified position in which the incumbent serves at the will of the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager.

Exercises direct supervision over assigned management, supervisory, professional, and technical staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but not limited to, the following:

Assist the General Manager in managing and directing the operations activities for Lathrop Irrigation District (LID)

Oversee engineering and operations of LID's Transmission & Distribution System, energy risk management, portfolio planning, energy supply procurement and energy hedging.

Direct integrated resource planning and forecasting, enterprise risk management, and wholesale and retail electricity market analysis; oversee and coordinate work of power management activities.

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Oversee electric systems; provide technical support for the SCADA systems and security systems; coordinate and negotiate with joint action agencies, RD2062 & River Islands Public Financing Authority, and Calpine to optimize the reliable and cost-effective use of resources.

Develop policies, procedures and protocols in the conduit of energy risk management to ensure stable, competitive costs; implement practices to comply with energy risk management policies procedures and protocols.

Assist in developing District goals and objectives; assist in the development and implementation of policies and procedures.

Develop and implement the District's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Assist with preparing the District's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, capital improvements, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the District.

Plan, prioritize and monitor technical projects related to the operations of the District.

Manage a variety of operational and administrative activities associated with the District.

Manage the Request for Proposal (RFP) process; recommend the selection of the consultants and contractors; develop project schedules and serve as project manager on large, complex, or sensitive projects.

Serve in the absence of the General Manager as required.

Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Review and approve all solar applications while following the current tariff rules.

Research and prepare technical and administrative reports; prepare written correspondence.

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

Perform any other duties as assigned. by the General Manager or the Board

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices associated with the operations of a public electric utility.

Principles and practices of leadership, motivation, team building and conflict resolution.

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

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training, and personnel management.

Ability to:

Assist the General Manager in managing and directing operational activities of the District.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve District related issues; remember various rules and procedures; explain and interpret policy.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion.

Interpret and apply District & Board policies, procedures, rules, and regulations.

Supervise, train, and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

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

Physical requirements:

On a continuous basis, sit at a desk and in meetings for extended periods of time; intermittently twist to reach equipment surrounding a desk; perform simple grasping and fine manipulation; use a telephone; write or use a keyboard to communicate through written means; lift or carry weight of 25 pounds or less.

Experience and Training

A Bachelor's degree from an accredited college or university with course work in business administration, public administration, economics, engineering mathematics or related field. Master Degree is a plus.

Five years of increasingly responsible upper-level management experience. Experience within the electric utility industry is a plus.