

## DIRECTOR OF LIGHT AND POWER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To plan, direct, manage and oversee the activities and operations of the City's Light and Power Department including administration, engineering, construction, operations and maintenance; to ensure the financial performance of the electric utility and provide optimal service to the utility's customers; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Assume full management responsibility for all Light and Power Department services and activities including administration, engineering, operations and maintenance; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Light and Power Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Direct electric utility engineering planning, design and construction management programs; set priorities for accomplishment of the department's capital improvement projects, engineering studies and administrative reports.
7. Review engineering drawings, specifications, construction plans, bid documents, contract document and related materials for electric utility projects; ensure compliance with professional standards and City specifications.
8. Identify, negotiate, recommend and enter into intermediate and long term wholesale power agreements to meet utility load requirements.
9. Design, recommend and implement appropriate electric rates as approved by the City Council.
10. Oversee the development and implementation of conservation programs which meet the City's long term goals and objectives.

**CITY OF FOREST GROVE**  
**Director of Light And Power (Continued)**

11. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Represent the Light and Power Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
15. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of electric utility management.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive electric utility program including administration, engineering, construction, operations, and maintenance.  
Concepts, theories, principles and practices of electrical engineering.  
Operational characteristics of electric distribution and transmission systems.  
Principles and practices of power contract negotiation and administration.  
Legislative and public policy impacting City electric utility operations.  
Electric utility industry trends, rates and power resources.  
Methods and techniques of determining municipal power requirements.  
Mandated laws, rules, standards and regulations governing electric utility operations.  
Principles and practices of electric utility rate assessment.  
Principles and practices of public relations.  
Principles and practices of utility finance, accounting and record keeping systems.  
Principles and practices of program development and administration.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Manage and direct a comprehensive electric utility engineering, construction, operations and maintenance program.  
Negotiate and administer power wholesale contracts.  
Develop electric utility rates.  
Ensure the provision of cost effective and efficient power to City customers.  
Manage electrical engineering and construction projects.  
Develop and administer departmental goals, objectives and procedures.  
Analyze and assess programs, policies and operational needs and make appropriate adjustments.

**CITY OF FOREST GROVE**  
**Director of Light And Power (Continued)**

Identify and respond to sensitive community and organizational issues, concerns and needs.  
Plan, organize, direct and coordinate the work of lower level staff.  
Delegate authority and responsibility.  
Select, supervise, train and evaluate staff.  
Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Prepare and present clear and concise technical, administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in electrical engineering or a related field. Advanced coursework in Public Administration, Business Administration, Finance, or a related field desirable.

**Experience:**

Six years of increasingly responsible electric utility management experience including three years of management and administrative responsibility.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Normal office setting with some travel to attend meetings.

**Mobility:** Incumbents require sufficient mobility to work in an office setting, and operate office equipment.

**Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.