



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## POWER OPERATIONS AND PLANNING SECTION MANAGER

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 072 <b>Job #:</b> SM012
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### JOB SUMMARY

Responsible for managing all planning and procurement activities for power operations and resources. Acts as Metropolitan's overall lead on wholesale or bulk power matters. Areas of responsibility include power procurement authority; power contract negotiation and administration; power regulations including greenhouse gas requirements and power related legislation.

### OVERSIGHT

**Oversight Received:** Receives administrative direction from the Assistant Group or Group Manager.

**Oversight Given:** Manages and supervises a staff of managers, professionals, and technicians.

### JOB DUTIES

1. Manages the short-and long-term planning for the operations of the bulk power, and electric transmission systems; analyzes power resource use and limitations; reviews power operations and approves power transactions; reviews the impact on power transactions from water operations and plans; coordinates with water operations for maximum overall efficiency and reliability of the water and power systems; develops power transaction strategies; implements and ensures power cost risk mitigation measures are adhered to in the proper manner; and evaluates and critiques the power operation of the state-operated water storage and transportation system.
2. Administers, reviews, amends, and negotiates power contracts with utilities and local, state, regional, and federal regulatory and government entities relative to purchases, sales, storage, and transmission; and initiates, directs, and approves the procurement of bulk energy.
3. Develops strategic plans for long-term power supply and transmission access; administers existing contracts to protect Metropolitan's rights to power and transmission service and protect its power assets; mitigates financial impact due to changes in the power industry; and reviews the impact of new generation and transmission on Metropolitan's power system.
4. Ensures compliance with regional and national power reliability requirements; directs the development of policies and procedures to prove compliance with the requirements; ensures procedures are in place to avoid violations; prepares Metropolitan's formal declaration of compliance; and manages periodic audits by regional or national entities of Metropolitan's performance and compliance.
5. Represents Metropolitan on various energy committees and organizations; works with managers and staff of local, state, regional and national power entities to promote and

protect Metropolitan's interests; and provides briefings and presentations to executive management, the Board, and outside entities.

6. Maintains broad oversight of proposed power regulations and legislation; reviews impact statements and makes recommendations on Metropolitan position concerning new and revised regulations and proposed legislation; develops strategies to minimize adverse impact; and provides input to state and federal regulatory filings.
7. Provides technical review and assistance to other groups and sections within Metropolitan; reviews applicability of utility efficiency programs and rebates; recommends retail energy efficiency improvements and cost reducing measures; studies future energy management systems; and monitors utility billings and rates.
8. Oversees the preparation of the Section budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchases; and evaluates and approves bids for consultants and service contracts.
9. Selects and assigns staff or works through subordinate managers to ensure compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; identifies employee development and training requirements.
10. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

**Required Knowledge of:** Principles of electrical engineering and energy market practices including: power flow, management, and measurement, energy efficiency and conservation measures, wholesale power transaction policies and procedures, power trading and accounting methods, and the interrelationship between water and power operations; energy risk mitigation strategies and options; power rate structures; computer models or simulators; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; and trends and emerging issues in the power industry including greenhouse gases and carbon markets.

Job Title: Power Operations and Planning Section Manager

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Adopted: 10/10/12

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Supersedes: 10/10/12

Page: 2

**Required Skills and Abilities to:** Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; represent Metropolitan in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications such as word processing and spreadsheets, database, and presentation and engineering applications, and scientific applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies and local and national lobbyists.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

None

## **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements

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Page: 3