

**PUBLIC UTILITY DISTRICT NO. 2 OF
PACIFIC COUNTY, WASHINGTON**

POSITION DESCRIPTION

<u>TITLE:</u>	Power Resource Manager
<u>REPORTS TO:</u>	General Manager
<u>SUPERVISES:</u>	None
<u>PURPOSE OF POSITION:</u>	Manage all power resource functions.
<u>FLSA:</u>	Exempt

Duties And Responsibilities

Manage the District's power resources, transmission, and related contracts.

Compile technical information relating to the District's power supply to use in developing load-resource analysis, system load forecasts, and purchased power and transmission determinations.

Develop and maintain records and issue reports on the District's projected load growth and actual load statistics.

Develop plans and cost estimates for meeting load growth projections.

Review and verify Transmission and Wholesale Power bills from the Bonneville Power Administration and other resource suppliers.

Coordinate activities with power marketing/scheduling entities concerning assigned aspects of the District's power resource functions.

Work with the Finance Manager to prepare and regularly update the District's annual power supply/transmission budget.

Provide oversight in the construction, operation, and maintenance of power resources in which the District has contractual or ownership responsibilities.

Ensure administration of District policies and procedures as they relate to power resource functions including power supply activities and risk management.

Ensure compliance with federal and state statutory requirements involving power supply, renewable energy, net metering, system reliability, and any future laws in the area of power resources.

Attend meetings for the District regarding power and transmission contracts, and other power resource functions.

Attain knowledge of all District large commercial and industrial customer accounts. Review and verify industrial customer monthly billings from the District.

Prepare special studies and analysis as requested by the General Manager.

Perform other duties as assigned by the General Manager.

Preferred Qualifications

Knowledge, Skills, and Abilities:

Knowledge of business and engineering principles and practices related to generation, transmission and distribution of electricity.

Knowledge of economic techniques used in determining cost effectiveness.

Knowledge of local, state and federal agencies and laws affecting or regulating the operation of electric utilities.

Ability to develop short and long-term goals and objectives.

Skilled in the use of load-forecasting techniques.

Demonstrated ability to establish and maintain cooperative and effective working relationships with others, including the ability to work with persons who exhibit many types of personalities and behaviors.

Ability to observe all health and safety regulations and to use safety equipment when necessary.

Ability to work with little or no supervision.

Thorough knowledge of governmental principles and practices.

Demonstrated ability to communicate pleasantly, intelligently, and effectively orally and in writing with all levels of the organization, public and outside agencies, and District managers, department heads, and commissioners.

Demonstrated ability to analyze complex financial data and to draw logical and sound conclusions.

Ability to properly manage confidential information and material.

Must be computer literate with ability to learn and use Microsoft Office or other software packages utilized by the District.

Possess a valid Washington State driver's license.

Experience/Education:

A Bachelor's Degree in Engineering, Business Administration, or Economics is required.

Minimum of five (5) years experience in electrical power supply; load-resource development and management; power contracts development and power marketing; and system load forecasting. P.U.D. experience is preferred.

Working Conditions

Work is normally performed in an office setting, in a vehicle, or at meetings with extended periods of sitting.

Attendance at public or other meetings in remote areas may be required from time-to-time.

Exposure to extended periods of time working with a personal computer at a CRT.

Physical Requirements For Essential Job Functions

Hand-eye coordination is necessary to operate personal computers and other office equipment.

Hearing and speech must be adequate to communicate with employees and others in person and/or on the telephone.

Have an excellent memory and ability to recognize relationships between situations in the day-to-day business operation of the Utility.