

**MAJOR FUNCTIONS**

This is highly responsible professional, analytical, technical, engineering, and administrative work developing, evaluating, and implementing long- and near-term Clean Energy Plans (CEP), and related programs, for the Electric and Gas Utility. The incumbent is responsible for overseeing the development and implementation activities designed to meet the City's community-wide clean energy goals established by the City Commission. Incumbents are expected to exercise considerable independence, initiative and professional discretion under the direction of an Assistant General Manager – Electric & Gas. Work is reviewed through personal observation, reports, conferences, and by results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages the resources, operation, budgeting, cost tracking and technical studies for the Electric and Gas clean energy planning effort. Serves as project/contract manager over consultants hired to assist the City with CEP development (including community clean energy planning, Energy Integrated Resource Planning, and Public Engagement Planning). Coordinates community involvement and meets with clean energy advocates in the community. Clean energy goals may be met through the implementation of both supply- and demand-side resources. Coordinates with the Manager-Alternative Energy on various energy supply and storage options, including solar, wind, battery storage, electrification (EVs), renewable fuels, and other technologies. Coordinates activities on smart "grid-edge" projects that improve system resiliency. Coordinates with, and has considerable capability as a liaison with, IT staff on "load data analytics" projects. Studies customer load patterns and makes recommendations for possible Distributed Energy Resource (DER) implementations that could relieve system congestion or avoid other capital expenditures. Gathers industry trends/intelligence, collects program data and goals, and other industry targets, and benchmarks against other utilities and cities. Manages Demand-Side Management (DSM) projects that involve contract implementation services, such as direct load control and Demand Response (DR). Researches, identifies and evaluates energy efficiency products, installations and initiatives, and makes recommendations, for possible inclusion in the City's utility customer program offerings. Provides technical assistance to large electric customers in relation to DSM and energy efficiency. Coordinates interdepartmental teams to support DSM and energy efficiency activities, as needed. Researches, prepares and implements policy recommendations relating to energy resource issues, as directed by the City Commission. Prepares requests for proposals, develops contracts, and manages the contracts for services related to energy efficiency. Maintains awareness of legislative and regulatory initiatives that may have significant impact on the City of Tallahassee's energy resources. Represents the City in the community and at regulatory forums and advocates on behalf of the City's interests, as directed. Performs complex economic, technical and statistical analyses. Coordinates with the appropriate City divisions and consultants on fiscal, administrative and resource operation and planning matters. Prepares correspondence, reports and draft agenda items. Performs related work as required.

**Other Important Duties**

Coordinates with Clean Energy program managers at other utilities to facilitate design, evaluation, and marketing of initiatives. Conducts research on relevant topics. Attends external and/or City-sponsored development opportunities to increase general and specific knowledge base. Performs special assignments, projects and related work as required. Participates in relevant community organizations such as the Sustainable Tallahassee Capital Area Sustainability Compact. Coordinates with other agencies (such as universities) on clean energy research/grants. Identifies and applies for industry awards as directed, such as APPA Smart Energy Provider.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Capable of coordinating multi-disciplinary activities, including engineering, planning, management, and administration, to complete tasks that are broad in scope. Thorough knowledge of personnel, finance, general office and business administration policies, and the ability to apply them. Thorough knowledge of energy efficiency measures, demand side management planning, and energy resource management and conservation. Knowledge of the principles, practices, and techniques used in the operation of the various components of the City's energy production, distribution and management programs. Ability to plan, direct, supervise, coordinate, organize, and inspect programs and activities. Ability to conduct research and comprehend technical reports. Ability to plan, assign, instruct, review, and evaluate work assignments of professional and technical personnel. Ability to effectively communicate on subjects related to utility operations, energy resource management, and conservation to both professional and lay persons. Ability to take complex utility financial and technical information and present it in a clear and effective manner to lay persons. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present target area plans and programs. Ability to manage complex projects and assignments for prolonged periods of time. Ability to manage change. Demonstrates interpersonal facilitation and communication skills. Ability to produce documents, including reports, agreements and data analysis to inform policy makers, legal staff, management, and the general public about clean and renewable energy, alternative energy, distributed energy resources, energy efficiency, demand side management planning, and energy resource management and conservation issues. Considerable capability as a liaison with Information Technology staff on relevant projects such as "load data analytics." Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in business, finance, engineering, economics, marketing or a related field related to the aforementioned areas, and six years of professional experience that includes electric or gas utility operations, demand-side management, energy efficiency, market transformation activities, utility rate setting, or regulation of gas or electric utilities, or an equivalent combination of training and experience.

**Necessary Special Requirement**

Applicant must possess a valid class E State driver's license at the time of appointment.

During emergency situations, this position is considered essential. Employee must be available to work for extended hours or extended periods including being away from family for an extended period.

Established: 07-23-08

Revised: 09-24-19