



JOB DESCRIPTION

ELECTRIC UTILITY PROGRAM COORDINATOR

DEFINITION

Under general supervision of the Electric Utility Director, to assist in the Electric Utility's program administration, organizing, and coordination of a variety of Electric Utility projects; perform various complex administrative work, and perform related work as required.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- As assigned, undertake and carry forward a variety of projects requiring independent judgment and initiative. (E,M)
- Organize, and coordinate a variety of Electric Utility projects including managing and trading Carbon Credits, Renewable Energy sales and accounting, Public Benefits and customer programs. (E,M)
- Assist in the preparation of bid documents, contract documents and correspondence. (E)
- Plan, organize, and manage the bid/proposal evaluation. (E)
- Prepare statistical and financial data for staff reports, studies, and analyses; maintain computerized records for various projects. (E)
- Participates in the development of new and improved policies and procedures, fees, ordinances, and regulations.
- Attend meetings as required, during and after regular business hours. (E)
- Prepare presentations for education of community and other agencies.
- Gather and compile a variety of data; prepare and submit technical documents and reports for internal use and for use by regulatory agencies. (E,M)
- Operate a computer system to produce a variety of reports, agendas, meeting minutes, correspondence, and bid specifications, requests for proposals, public notices, records and similar material from drafts, dictating equipment, and clean copy. (E, M)
- Prepare budgets and reports by gathering and summarizing information from a variety of sources. (E)
- Receive visitors and telephone inquiries, directing the public and others, and furnishing desired information whenever possible. (M)
- Establish and maintain project and confidential files. (E,M)
- Maintain records in such a manner so as to adhere to legal timeframes.
- Ability to work flexible hours, as needed.

QUALIFICATIONS

Knowledge of:

- Knowledge of WREGIS Accounting System.
- Knowledge of Renewable Energy Credits accounting principles.
- Knowledge of Electric Utility accounting principles for Carbon Credits and Freely Allocated Carbon Credits.
- Standard office clerical procedures.
- Use of computer system and other office equipment.

Ability to:

- Work under pressure to meet established deadlines.
- Read, interpret, and apply laws, rules, and regulations.

- Plan, prioritize and coordinate multiple projects
- Perform responsible and difficult project assignments.
- Prepare correspondence.
- Operate office equipment.
- Organize and maintain files.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a computer system.
- Work flexible work hours.
- Performs other related duties as assigned.

Experience and Education:

Any combination of education and experience equivalent to graduation from high school with four years of experience with Electric Utility projects. Specifically, Public Benefits customer programs, carbon market and Renewable Energy Credit accounting. Computer experience required; Microsoft Office, WREGIS Accounting System and the Compliance Instrument Tracking System (CITSS) highly preferred.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Possession of NWPPA Administrative Professional Certificate Levels 1, 2 & 3 or obtain certificates within 18 months of employment.