

City and Borough Sitka, Alaska

Class Specification

Class Title	Project & Regulatory Administrative Assistant (Electric)
Class Code Number	1025
FLSA Designation	Non-Exempt (Confidential)
Pay Grade and Range	25
Effective Date	September 2010

General Statement of Duties

Provides technical and administrative support for hydroelectric projects including State and Federal regulatory compliance for the Electric Department within the City and Borough; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform clerical, administrative, and computer technical support for the Electric Department functions as they relate to capital projects, including hydroelectric and diesel generation and all required regulatory functions for these projects. The work is performed under the direct supervision of the Electric Utility Director but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Electric Department or related departments as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal Officials and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Compiles, organizes, distributes all technical reports, studies, drawings and plans to comply with State and Federal regulations for generation projects;
- Files all required regulatory materials utilizing Federal E-Filing system and manages Electric Department database of correspondence to ensure compliance with FERC requirements;
- Converts various electronic media into proper formats for on-line filing with State, Federal, and Native organizations;
- Manages required FERC filings, billing, and required reports to ensure Electric Department compliance with FERC regulations;

- Maintains accounting system to manage Electric Department grants and ensures compliance with agency reporting requirements;
- Maintains Electric Department Projects webpage to reflect current project milestones;
- Drafts all quarterly, semi-annual, and annual reports for FERC permits and grant awards;
- Performs additional duties at the request of the Electric Utility Director;
- Maintains project construction files to ensure accurate records are maintained;
- Performs accounting research functions as necessary to locate and correct journal entries;
- Provides technical support to maintain computer systems relative to large files and data conversions needed for e-filing with regulatory agencies;
- Manages construction contracts to ensure cost accounting and change orders are adequately tracked;
- Manages professional services agreements and pay schedules for all contractors during permitting and construction of all generation capital projects;
- Communicates and coordinates regularly with appropriate regulatory agencies to maximize the effectiveness and efficiency of departmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of Microsoft Office Suite and Adobe Acrobat Professional;
- Thorough knowledge of modern office procedures and equipment;
- Thorough knowledge of modern filing systems; record management;
- Thorough knowledge and ability to use graphics editing programs such as Macromedia Fireworks or Adobe Photoshop;
- Thorough knowledge of the general operating principles and capabilities of computer hardware and software;
- Considerable knowledge of database management systems;
- Ability to understand and implement web authoring principles;
- Ability to understand current practices and procedures involved in electrical operations;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Acceptable Experience and Training

- Graduation from high school or possession of a GED, an Associate's Degree or equivalent in Office Management or a related field preferred; and
- Considerable related office experience and accounting, preferably within a municipality; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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