

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Electric Utility Director</b>
<b>Class Code Number</b>	<b>4150</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>42</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Plans, organizes, directs, supervises and coordinates of the operations of the Electric Utility Department; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to supervise and coordinate all of the activities of power generation, transmission and distribution for the City and Borough of Sitka. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all Electric Utility Department employees. An employee in this class performs the duties of other employees in the Electric Department 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, Assembly members, contractors, consultants, other utilities, State and Federal representatives and the public. The principal duties of this class are performed in a general office environment however work may be performed in an outdoor environment which may involve adverse weather conditions and related hazards in which the employee is subject to potential personal danger.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes, directs, supervises and coordinates the operations and activities of the electric department;
- Prepares, reviews and approves the annual budget and monitors expenditures;
- Provides technical and procedural advice to the Administrator and Sitka Assembly and other departments concerning utility programs;
- Directs and participates in analyzing quarterly operating reports;
- Develops programs to reduce costs and improve services;
- Coordinates and directs long range planning and capital improvements programs for the department;
- Provides information to the City Attorney on legal matters relating to the Department;
- Represents the City on various boards and before Federal and State regulatory agencies;

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Comprehensive knowledge of electric generation, transmission, distribution, operation and maintenance principles, practices and procedures;
- Comprehensive knowledge of effective management principles;
- Comprehensive knowledge of the principles and practices of electrical engineering;
- Ability to prepare contract specifications and scope of work descriptions;
- Ability to organize and direct the activities of professional, technical and clerical staff;
- Ability to develop and implement long range plans;
- Ability to manage and control large construction projects and expenditures
- Ability to handle confidential employee and administrative information with tact and discretion.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- 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 operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- 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;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering or closely related field, preferably supplemented by additional education and training in business administration; and
- Extensive experience in electrical generation, transmission and distribution including considerable experience in management; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### Required Special Qualifications

- Possession of a driver’s license issued by the State of Alaska.
- Registration as a Professional Engineer in the State of Alaska desired.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
  - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review written materials and inspect utility work and work locations;
  - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and use small tools;
  - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit and inspect a wide variety of work sites and City locations.
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