

**MAJOR FUNCTION**

This is responsible technical, analytical and administrative work in wholesale energy supply acquisition and trading of natural gas and electricity on behalf of (or for) the City's Gas and Electric Utilities. The work involves applying commercial contracts, mandated rules or regulations, industry standards, City policies and procedures to acquire and trade, on the open market, supplies of natural gas and electricity. The employee in this class is responsible for initiating, documenting and keeping track of all transactions via personal computers and access to industry trading networks and information systems. Work is performed under the general supervision of a Manager-Energy Trading or the Department Manager. Work is carried out with considerable initiative under established policies and procedures. Work is reviewed through conferences, reports, and by results attained.

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

Aggregates and analyzes natural gas and electricity daily requirements of the City's Electric and Gas Utilities, considering transactions with other market participants and wholesale customers. Acquires and secures daily delivery of natural gas and electricity required for the City's Electric and Gas Utilities and wholesale customers at the lowest possible cost and in compliance with applicable rules, mandates and contractual arrangements. Communicates daily with natural gas and electricity producers/providers, pipeline representatives, electric transmission providers and others concerning prices, transaction terms and delivery schedules. Trades and negotiates transactions with providers and buyers of natural gas, electricity and energy transportation. Monitors and participates in computer based energy market information systems and trading networks. Communicates daily with operations staff of the City's Electric and Gas Utilities, other customers and trading partners on facility status supply issues, requirements, usage and price of natural gas and electricity. Computes, adjusts and documents delivery schedules and transactions as required. Prepares daily balances, monthly billing and cost information statements. Communicates with the Department of Management And Administration regarding invoice payment, billing and cost support data. Develops and applies computer formulas and programs in order to communicate and record data on transactions for establishing cost allocation or billing and performance measurements. Stays familiar with and provides comments on contracts, operational issues and market. Works a demanding work schedule that meets job requirements to insure that the office is covered during the regular workweek between the hours of 7:00 a.m. and 7:00 p.m. Rotates working from two to four hours on holidays with staff. May be required to work on shifts to insure that the office is covered around the clock. Performs related work as required.

**Other Important Duties**

None.

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

Considerable knowledge of the principles, practices and methods used in the acquisition, trading, transportation, exchange and delivery of natural gas and electricity. Considerable knowledge of applicable governmental rules, industry standards and procedures. Considerable knowledge of generally accepted accounting and bookkeeping principles and practices. Ability to prepare written reports on financial, administrative and operational matters. Ability to maintain accurate records. Ability to understand and utilize basic mathematics and calculations. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, orally and in writing. Skill in the use of computer spreadsheet, word processing and interactive network systems.

**Minimum Training And Experience**

Possession of a bachelor's degree and two years of professional or technical work experience in daily scheduling and documenting the purchase, transportation, and/or delivery of natural gas or electricity; or an equivalent combination of training and experience.

**Special Necessary Requirement**

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 01-03-97

Revised: 03-18-98

10-03-03\*

05-14-09