

MAJOR FUNCTIONS

This is highly responsible professional, supervisory and administrative work developing and implementing energy efficiency and energy demand reduction programs. Serving as liaison between the customer, private service providers, and the City of Tallahassee's Energy Services Department, the incumbent works to meet the energy efficiency and demand side management (DSM) goals established by the City Commission. The incumbent provides large retail customers with technical and contracting assistance needed to design, procure and install energy efficiency and demand-reduction initiatives. Work is performed under the direction of the Director-Energy Services with considerable independent judgment and is reviewed through personal observation, reports, conferences, analysis of reports, and recommendations 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 demand side management effort. Serves as project manager and evaluates and facilitates DSM projects that may involve private providers under contract, such as thermal storage, direct load control, demand response, photovoltaic and other solar energy installations, HVAC and other energy-using equipment, and other customer efforts to reduce peak demand and save energy. Monitors and evaluates DSM programs/contracts for direct load control, demand response, and performance contracting for large customers. Prepares requests for proposals, develops contracts, and manages the contracts for services related to energy efficiency. Provides technical assistance to large electric customers in relation to DSM and energy efficiency. Supervises the activities of professional and technical staff as they provide services to customers. Researches, identifies and evaluates energy efficiency products, installations and initiatives for inclusion in the City of Tallahassee's utility demand side program offerings. 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. 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 agenda items. Recommends the hiring, transfer, promotion, grievance resolution, discharge or discipline of assigned employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Coordinates with DSM program managers at other utilities to facilitate design, evaluation, and marketing of initiatives. Attends external and/or City sponsored development opportunities to increase general and specific knowledge base. Performs special assignments, projects and related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of energy efficiency measures, demand side management planning, and energy resource management and conservation. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply them. 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 address civic organizations or other public or private groups on subjects relative to energy resource management and conservation. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present target area plans and programs. 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 energy efficiency, demand side management planning, and energy resource management and conservation issues. 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 four 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. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

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

Established: 07-23-08