

**MAJOR FUNCTION**

This is responsible technical and administrative work assisting in formulating and administering the activities of Wholesale Energy Services. Work is performed with independence under the general direction of the General Manager-Utility Services, 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**

Administers natural gas and fuel oil financial hedges and energy transactions conducted on the New York Mercantile Exchange/Chicago Mercantile Exchange (NYMEX/CME) exchange and with Over-The-Counter (OTC) swaps counterparties. Maintains hedging databases and reconcile daily and monthly statements with the Department of Management & Administration (DMA). Issues margin calls and transfer funds as necessary to secure and maintain all positions held on the NYMEX/CME exchange. Evaluates counterparty credit reports, Commodity Futures Trading Commission (CFTC) rules and Wall Street Reform and Consumer Protection Act (Dodd-Frank Act) protocols and compliance requirements. Develops, monitors and controls operating or special budgets, and rates or pricing schedules for the department. Develops and administers requests for proposals and contract documents for the supply, transportation and wholesale marketing of utility fuels and electricity. Negotiates contracts, tariffs and arrangements for the purchase and sale of utility fuels, wholesale electricity and related services. Develops and administers revenue collections and payments, cost allocation and managerial accounting processes. Interprets and analyzes programs, contracts, procedures and rules in order to verify proper compliance and effectiveness. Performs complex economic, technical and statistical analyses. Verifies transactions and reconciles discrepancies relative to purchases and sales of utility fuels and wholesale electric services. Participates in, prepares and presents expert testimonies. Confers with supervisory staff of the City's Electric and Gas Utilities, other customers, consultants or contractors and trading partners. Coordinates with the appropriate City divisions and consultants on fiscal, administrative and resource operation and planning matters. Assists in the development and administers management of effectiveness measurement and benchmarking. Stays abreast of rules, procedures, industry and markets. Prepares correspondence and reports. Represents management at meetings, conferences, public hearing and industry forums. 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. Performs all related work as required or necessary.

**Other Important Duties**

Develops and maintains special database applications. Assists the Energy Trading Manager with daily trade transacting, scheduling and confirmation tasks as needed. Performs special assignments, projects and related work as required.

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

Thorough knowledge of bulk power resource planning and utility fuels market forecasting or management, or energy supply acquisition and marketing or trading, or electric/gas utility general operations and ratemaking. Thorough knowledge of appropriate codes, standards, pricing methods and regulations relative to natural gas and electric wholesale services. Considerable knowledge of modern computer software applications and ability to apply such knowledge effectively to perform job duties. Knowledge of the principles and practices of accounting, purchasing, budgeting, statistical analysis, and report writing. Ability to initiate and install administrative programs or systems, and to evaluate their effectiveness. Ability to carry out complex oral and written instructions. Ability and skills in expressing ideas clearly and concisely, orally and in writing. Ability to establish and maintain

effective working relationships as necessitated by the work. Skill in the use of personal computers and associated programs and applications necessary to job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business, accounting, engineering, economics, mathematics, or a related field and four years of professional experience that includes utility fuels and energy marketing/trading, electric utility resource planning, utility operations related to management or coordination of fuel and power supply, development of personal computer software related to engineering or database applications, or utility regulatory affairs and rate design; or an equivalent combination of training and experience.

Necessary Special 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: 01-23-97

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