

**MERCED IRRIGATION DISTRICT  
JOB DESCRIPTION**

**ASSISTANT GENERAL MANAGER  
Business Development & Electric Resources  
Level 37, Salary Range \$8,883-\$10,797 per month DOQ**

**DEFINITION**

Under direction of the General Manager, provide leadership for the general direction and supervision of the functions of marketing, customer service, and resource planning within the District's Energy Resources Department.

**EXAMPLES OF DUTIES**

Direct the activities of the District's marketing and customer services functions, which include all aspects of marketing, customer service and financial analysis. Responsible for resource planning, wholesale power negotiations and agreements, and representation of the District in CPUC hearings related to the energy resources of the District. Develop and implement strategies for competition and growth. Meet with large industrial and commercial customers and the public in general, as necessary, to represent the District's activities. Supervise personnel involved in the areas of business development, customer account management, public benefits, energy efficiency, customer service, and financial analysis. Assist the General Manager in any matters related to the operation of Electric Resources; maintain a current knowledge of electric utility techniques and practices; and provide other technical and managerial input to the General Manager as requested. Manage and be accountable for day to day operations, special projects and the personnel and financial matters, including budget preparation and monitoring, of the department. Perform other related duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**

Possession of a Bachelors degree from an accredited college or university in engineering, business administration, economics, marketing, or related field or equivalent experience. A minimum of six (6) years of increasing responsibility and experience in an electric utility, with a minimum of three (3) years in a management role.

**Necessary Special Requirement:**

Possession of a valid California Driver's License along with the ability to maintain a clean driving record.

**Knowledge of:**

- Effective leadership and management principles and practices;
- Electrical transmission and distribution, electrical rates, energy management and efficiency strategies;

- Industrial processes, corporate economics, and competitive threats;
- Contract preparation and administration;
- Pertinent federal, state and local laws and regulations;
- Recent developments, current literature and sources of information regarding the electric utility industry as they relate to the District;
- Proficient in the use of personal computer operation and related software applications; peripheral equipment operation and computer interface.

**Ability to:**

- Communicate effectively both orally and in writing;
- Prepare and present oral and written reports;
- Interact and communicate with a broad spectrum of internal employees and external customers;
- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Build constructive relationships by promoting effective partnerships with department peers, consumers and employees;
- Understand electric industry power purchase principles and utilize strategies to insure District electric customers experience competitive rates.
- Interpret and apply federal, state and local laws, policies and procedures and regulations;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of clients and readily readjusting priorities to respond to customer demands;
- Prioritize workload;
- Work safely and independently.

**TYPICAL PHYSICAL ACTIVITIES**

- Travels frequently by motor vehicle in the conduct of District Business.
- Communicates orally with District employees, and the public in face-to-face, one-on-one and group settings.
- Makes regular presentations to the District's Board of Directors.
- Regularly uses a telephone and e-mail for communications.
- Uses office equipment such as personal computer, copiers, scanners and fax machines.
- Sits for extended periods of time.
- Hearing and vision with normal limits.
- May walk in uneven terrain, in an outdoor environment, in varied weather conditions in the conduct of District businesses.