

ENERGY RESOURCES COORDINATOR

MERCED IRRIGATION DISTRICT ENERGY RESOURCES COORDINATOR

FLSA Status – Non-Exempt

DEFINITION:

Under general supervision, support the DGM, managers and staff of the Energy Resources Department by providing a wide variety of administrative and technical services to include: maintaining confidentiality, managing and maintaining departmental records and reports, arranging travel, planning meetings, and acting as a point of contact in responding to requests for information.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide administrative, analytical, and clerical support to the Energy Resources Department including preparation of monthly/annual reports, data and analysis.
- Assist in the coordination and preparation of energy risk management materials, presentations, and/or meetings.
- Provide research and analysis for data requests and/or special projects to assist departmental staff and consultants including summaries, reports and presentations.
- Coordinate and make arrangements for various meetings, i.e. location, set up, audio/visual, equipment, and refreshments/meals as needed.
- Assist in efforts to produce cost comparisons and associated reports used by management to determine cost effectiveness and feasibility.
- Preparation and submittal of various local, state, and federal regulatory mandated reports and filings which may include agencies such as NERC, FERC, WECC, CPUC, CEC, CARB, NCPA, CEC and APPA.
- Provide support to ensure compliance standards and WECC reporting requirements are satisfied. Authorized by the District as a WECC Administrator to manage user access and to provide portal support in the preparation, management and submittal of standards, statement of compliance, mitigation, reliability, and reporting documents. Participates in audit preparation, research and registrations; may attend training as required.
- Assist the Customer Programs Manager in the implementation, tracking, reporting of electric public benefits programs relating to residential and commercial customers; process electric customer rebate applications including product verifications, requests for payment, customer correspondence, contract renewals, program research.
- Coordinate departmental staff efforts and participate in the preparation of the District's annual O&M budget and the monthly/quarterly budget variance reports for the Energy Resources Department. Research and analysis departmental expenditures.
- Support the Energy Resources Department by conducting research and cost estimates for preparation of travel request submittals to Senior Staff and the Board for approval. Manage travel arrangements and documentation including hotel, flight, registration, payment, expenditure processing, reimbursement statements, invoicing, recordation and tracking.
- Serve as MID's key contact and authorized agent for the purchase of cubicle partitions and workstations from the contracted vendor for various administration building office reconfiguration projects. Manage submittal of annual state contract for renewal, verification and prepares purchase order requests for vendor.

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- Prepare, manage and/or maintains routine departmental functions including invoice coding, tracking expenditures, report processing and distribution, internal & external transmittals, memos and letters; department and customer files, office supplies, equipment, types, photocopies, distributes and files outgoing and internal correspondence, including accurate and timely distribution of routine weekly/monthly reports.
- Coordinates and maintains District's memberships with outside utility organizations such as NERC, FERC, WECC, CPUC, CEC, CARB, NCPA, CEC, and APPA.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Graduation from high school.
- Associates or Bachelor's Degree highly desirable.

Experience:

- Four (4) years of related office and administrative experience in a fast paced environment.

Ability to:

- This position requires a self-starter with the ability to effectively prioritize and complete tasks.
- Maintain confidentiality and deal with sensitive information.
- Compile data and analyze it into concise summaries and formats.
- Work independently and make authoritative decisions with minimum supervision.
- Type/keyboard a minimum of 50 wpm.
- Multi-task in a fast-paced environment with constant interruptions.
- Establish and maintain effective working relationships with those in contact with during the workday.
- Excellent oral and written communication skills.
- Maintain electronic calendars for multiple individuals.
- Operate standard office equipment, e.g. fax, copier, scanner and 10-key.

Knowledge of:

- Grammar, spelling, and punctuation.
- Personal computer skills in MS Word, Excel, PowerPoint, Outlook, and Adobe.
- MID Electric rate schedules, service rules and energy efficiency programs.
- District policy, procedures, rates and rules.

Necessary Special Requirement:

- Licensed Notary Public of the State of California.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.

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ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting:	Remains in a seated position for up to eight (8) hours per day
Hands/Arms:	Operates computer for up to eight (8) hours per day
Lifting:	Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken word in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Deputy General Manager, Energy Resources.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.