



MANAGER OF ENERGY

JC: AF206
PB: 9
FLSA: Exempt

BU: 95 (NR)
Created: August 2003
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages and oversees the operations of the District's activities and operations of the Energy Division within the Sustainability Group which include resource planning, procurement, and compliance with federal and state energy regulations. Serves as the primary point of contact regarding managing and executing the transmission and distribution of energy agreements; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full scope managerial classification which is responsible, through subordinate professionals, for directing the analysis of both financial and regulatory matters and is required to have a strong knowledge of this area and supervise general budgetary and financial analysis. This classification is distinguished from the Deputy Director of Sustainability in that the latter is responsible for the overall management of the operating and capital program control and management analysis.

REPORTS TO

Deputy Director of Sustainability or designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Manages and oversees the activities and operations of the Energy Division within the Sustainability Group.
2. Leads and manages long-term energy procurement strategy to achieve stable and affordable costs, and a clean power supply portfolio to serve BART facilities and rolling stock, in accordance with BART's Wholesale Electricity Portfolio Policy (WEPP).
3. Manages energy contracts and ensures compliance with contractual agreements.
4. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Manager of Energy

Page 2

5. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
6. Collaborates and coordinates energy projects and processes with other departments within the District.
7. Oversees District, energy budget; seeks alternative sources of power. Researches and recommends energy conservation programs and seeks passage of legislation required for access to alternative sources of power.
8. Serves as the primary point of contact with PG&E; manages and executes the transmission and distribution agreements between the District and PG&E.
9. Monitors regulatory developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
10. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
12. Administers the District's Management Procedures, including review, approval and administration as needed; suggests revisions and updates to procedures.
13. Serves as the liaison to outside stakeholders and agencies on energy and climate matters with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
14. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to budget programs, policies and procedures as appropriate.

QUALIFICATIONS

Knowledge of:

- Principles of statutory, regulatory, and commercial rights and obligations to various regulatory and non-regulatory entities
- Principles of wholesale electricity facilities and rolling stock and Portfolio Policy

Manager of Energy

Page 3

- Principles of energy resource planning and procurement, energy consumption and exiting energy supply portfolio
- Principles of financial analysis and planning, forecasting and budget analysis
- Data systems and internal reporting tools
- Principles and practices of general, fund, and government accounting
- Principles and practices of program development and administration
- Methods and techniques of statistical and economic analysis
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Principles and practices of utility companies and associated organizations
- Business computer applications
- Federal, State, and local funding sources
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Leading and managing long-term energy procurement strategy
- Working with internal stakeholders to ensure compliance with existing statutory, regulatory and commercial obligations
- Negotiating with external stakeholders on contract right and obligations
- Providing energy-related perspective and expertise on the Districts construction projects an expansion plans
- Overseeing and participating in the management of a comprehensive budget analysis program
- Performing complex mathematical calculations
- Recommending improvements to budgetary reporting system and format
- Participating in the development and administration of division goals, objectives and procedures
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Interpreting and applying Federal, State and local policies, laws and regulations
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Science, Finance, Economics or a related field from an accredited college or university.

Experience:

Five (5) years of (full-time) electricity procurement or related experience which must include at least two (2) years of supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Manager of Energy

Page 4

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No