



**CITY OF AZUSA**  
Human Resources Department  
213 E. Foothill Boulevard, Post Office Box 1395  
Azusa, California 91702-1395 \* (626) 812-5241  
Website: [www.ci.azusa.ca.us](http://www.ci.azusa.ca.us)

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**Assistant Director of Resource Management  
(Open-Competitive)**

**FILING DEADLINE: OPEN UNTIL FILLED.** No facsimiles or postmarks accepted.

**SALARY RANGE:** \$9,906 - \$12,042/mo

**THE POSITION**

Under general direction, performs a variety of professional duties in analyzing, forecasting, planning, procuring, and administering of the City's power resources; performs related duties as required. The Assistant Director of Resource Management is a single position class assigned to the Utilities Department. Assignments are general and of a recurring nature requiring that the incumbent exercise independent judgment and initiative in performing resource planning such as analyzing, forecasting, planning, procurement and administration of power resources. This position also will be responsible for monitoring and analyzing energy market structural changes, and implementing any necessary changes to position the Department favorably in a highly competitive energy market environment.

**ESSENTIAL FUNCTIONS**

Monitors existing departmental contracts pertaining to power supplies; provides management economic analysis of all contracts and programs. Monitors legislative and regulatory changes at the state and federal levels; provides and implements recommendations to position the Department favorably in the marketplace. Monitors energy market structural changes; provides and implements necessary organizational changes to position the Department favorably in the marketplace. Oversees Department's energy trading, resources optimization, scheduling and accounting activities to ensure cost competitive procurement consistent with Department's risk management policy. Monitors the financial and risk profiles of the Department's energy trading activities consistent with Department's risk management policy; provides and implements necessary changes to Department's energy trading activities to ensure compliance with Department's risk management policy. Recommends and implements Department's policies with respect to energy resources procurement. Coordinates and participates in preparing short and long term systems forecasts; performs resource studies and analysis using statistical, financial and economic models, and D.S.M. programs. Evaluates the City's existing resources and D.S.M. programs for cost effectiveness and efficiency; identifies sources and programs to satisfy systems future needs. Negotiates and conducts economic studies related to demand-side and supply-side proposals, terms and conditions ensuring conformance to City goals and objectives; submits and presents recommendations regarding specific resources and/or programs to be implemented. Negotiates and develops draft contract and/or program documents; reviews final draft with appropriate management and legal counsel; coordinates execution of documents; identifies and initiates revisions to existing documents; interprets provisions to resolve contractual disputes. Participates in the development of value-added services to City's customers in the competitive energy environment; provides and implements services as they pertain to energy commodities.

## **QUALIFICATIONS GUIDELINES**

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from an accredited college/university with a bachelor's degree in electrical engineering, economics or a related field and eight years of progressively responsible experience in an electric utility preferably in power supply or operations including three years in a supervisory/administrative capacity.

**Knowledge, Skill and Abilities:** Considerable knowledge of methods used in forecasting, planning and economic evaluation of energy resources; understanding of Integrated Resource Planning process contract development; basic principles of contract law; power scheduling; accounting principles; use, capability, characteristics and limitations of personal computer hardware and software; principles and practices of supervision and budgeting. Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the City Council, staff, other departments, the public in general, and entities and agencies that City does business with; perform technical forecasting, planning, supervise and prepare Integrated Resource Planning documents; organize and plan work with minimum supervision; represent the City in a variety of meetings; make decisions regarding operational and contractual functions; evaluate and recommend future resource needs; negotiate, prepare, interpret and maintain resource contracts; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions.

**Special Requirements:** Possession of a valid Class C California Drivers license, and a satisfactory driving record.

## **SELECTION PROCESS**

Applicants must submit a completed City of Azusa Employment Application and resume to the Human Resources Department. **Applications will be screened for education, qualifications and appropriate background. Only the most qualified applicants will be invited to participate in the examination process.** Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The examination process may include the following:

- City Application & Resume (Qualifying)
- Oral Interview (Weighted **100%**)

## EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

**Application:** Applicants must submit a completed City of Azusa Employment Application form by the final filing date. Separate applications must be submitted for, each recruitment. Resumes will not be accepted in lieu. No facsimiles or postmarks accepted.

**Examination:** Applicants will be screened for qualifications and appropriate background. Only the most qualified applicants will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The process may include application review, written, oral or performance exam or any combination thereof.

**Exam Accommodation:** Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) working days prior to the examination date.

**Oral Board:** The oral board interview is a weighted examination. Admission to the oral interview may be limited to a restricted number of candidates based on written and/or performance.

**Eligibility List:** The names of those persons who successfully complete the examination process are entered on an eligibility list in order of their final scores. Eligibility lists remain in effect one year, unless exhausted or canceled, and may be extended an additional six months.

**Appointment:** Appointments to all classified positions are subject to approval by the City Council.

**Probationary Period:** A minimum six-month probationary period shall be required for all appointments in the Civil Service System (except for Police Department positions – the probationary period of which shall be one year). The probationary period shall be regarded as part of the examination process to further test an individual's ability to perform the assigned job duties. During the probationary period, an individual may be terminated from employment at any time without right of appeal. (Elective officers, appointed board members, city administrator, city attorney, contract employees, part-time and temporary employees, volunteers, and employees of the Redevelopment Agency are exempt from the Civil Service System and serve at will.)

**Employment Standards:** Employment with the City of Azusa is contingent on meeting the medical standards of the position. A candidate must pass a pre-employment physical examination, including a drug/alcohol screen and fingerprint check.

**Loyalty Oath:** Persons selected for City employment must take a loyalty oath as prescribed by Article 20, Section 3, of the California Constitution.

**Driver's License:** For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview will be required to provide a DMV report and meet the City's driving standards.

**Immigration Law:** In compliance with the Immigration and Reform and Contract Act of 1986 new employees will be required to provide proof of identity and authorization to work in the United States.

**Drug Free Workplace:** The City is a drug-free workplace and has a comprehensive drug abuse policy.

**Compensation:** Salary ranges have approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service.

**Employee Benefits:** This information is a general summary of benefits. The City of Azusa has a variety of benefit options available which may differ between bargaining units. The City pays 7% of the employee's Retirement System (PERS), 2% at 55, supplemented by .5% PARS. The City offers 1,224.00 per month for its "Flexible Benefit Plan (FBP)" including health, dental, supplemental and life insurance. Unused FBP funds may be taken as deferred compensation or taxable wages. Azusa also offers bilingual pay and City-paid deferred compensation.

**Equal Opportunity Employer:** The City of Azusa, in compliance with all applicable federal and state laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, gender or sexual orientation. The provisions of this bulletin do not constitute an expressed or implied contract and any provision contained in this bulletin may be modified or revoked without notice.

Applications may be obtained online or at the following locations:

**\*Human Resources Department** Monday – Thursday: 7:00 a.m. – 5:30 p.m. (Closed on Friday), located at 213 E. Foothill Blvd., Azusa, CA 91702.

**\*Azusa Police Department** Monday – Thursday: 7:00 a.m. – 10:00 p.m. Friday – Sunday: 7:00 a.m. – 5:00 p.m., located at 725 N. Alameda, Azusa, CA 91702.

**\*City Library** Monday – Wednesday: 10:00 a.m. – 9:00 p.m., Thursday: 10:00 a.m. – 6:00 p.m., Friday and Saturday: 10:00 a.m. – 5:00 p.m. (Closed on Sunday), located at 729 N. Dalton, Azusa, CA 91702.

**ALL APPLICATIONS MUST BE TURNED IN DIRECTLY TO THE HUMAN RESOURCES DEPARTMENT BY MAIL OR IN PERSON.**

ACEA, AMMA, CAPP, IBEW, LABORERS

*The City of Azusa – Hiring Great People*