



## EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

### ASSOCIATE RESOURCE SCHEDULER

MONTHLY SALARY: \$8,287 - \$10,073  
PLUS AN EXCELLENT BENEFITS PACKAGE

#### **FINAL FILING DEADLINE**

SUNDAY, NOVEMBER 24, 2019, 11:59 PM

**THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE PUBLIC UTILITIES DEPARTMENT AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.**

**SUMMARY:** Under basic supervision, records and tracks purchases and sales of gas and electric utilities for the Electric Resource Planning & Development (ERPD) work group.

**ESSENTIAL FUNCTIONS:** *As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. This job announcement does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Records and tracks gas and electric utility transactions; maintains spreadsheets on purchases and sales of electricity and gas for City utilities; assists Resource Scheduler with energy pre-schedules.
- Compiles data for summary and status reports to City staff and external agencies.
- Resolves discrepancies and settlements between scheduled and actual utility quantities and prices.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION, TRAINING AND EXPERIENCE GUIDELINES:**

Associate's Degree in Accounting or Business Administration; AND three years of energy pre-scheduling experience.

##### **LICENSE & CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

##### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.

#### **SELECTION PROCESS:**

Applications will be reviewed the qualified applications determined to meet or exceed the requirements of the position on the basis of experience, training, and education, as submitted, will be invited to participate further in the selection process. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information may lead to elimination from consideration. Applications must be **submitted online**. Copies of required certifications must be submitted with the application. Stating "See Resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at **www.cityofvernon.org**. The City of Vernon is an equal opportunity employer.

It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information.

**CITY OF VERNON**  
**HUMAN RESOURCES DEPARTMENT**  
**Lisette Michel Grizzelle, Senior Human Resources Analyst**  
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