



CITY OF GLENDALE
Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Energy Trading Manager**

An Equal Opportunity Employer

SALARY: \$9,571.17 - \$13,922.18 Monthly

OPENING DATE: 02/21/23

CLOSING DATE: Continuous

FLSA STATUS: Exempt

EXAMINATION TYPE: Open Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

NOTE: In an effort to ensure a safe and healthy workplace for all employees, City of Glendale has implemented a Mandatory COVID-19 Testing Policy. The Policy will require all City employees, volunteers, interns, and new hires to test for COVID-19 on a weekly basis unless they provide proof of having received their single dose of a one-dose COVID-19 vaccine regimen or the second dose of a two-dose COVID-19 vaccine regimen.
This Policy is currently suspended but may be re-implemented depending on the circumstances.

Under general direction, this upper management position exercises technical, administrative, and management responsibility over personnel performing retail and wholesale energy trading (including power, natural gas and environmental commodities) and scheduling; development and execution of hedging and optimization strategies; support portfolio planning and management related to system reliability, Renewable Portfolio Standard (RPS), Greenhouse Gas (GHG), and other regulatory compliance requirements. The position also assists in power contract negotiations.

ESSENTIAL FUNCTIONS

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

Plans, directs, organizes, and reviews trading activities for Glendale Water & Power (GWP).

Ensures customer demand load and system reserve requirements to maintain reliability are met.

Manages near-term fuel and energy to minimize cost.

Manages all levels of trading, including supervision of Energy Marketer/Traders, support staff, and other staff extension as required.

Plans and directs marketing and trading strategies to maximize revenue, while operating within established policy and reliability requirements.

Develops and implements processes for complying with laws, rules, and regulations in bulk power system interconnections.

Establishes policies to delineate responsibilities between marketing and reliability functions.

Manages, directs, and monitors hedging programs.

Implements and monitors adherence to Energy Risk Management Policy.

Identifies tools necessary to effectively perform, monitor, and report all trading and marketing activities.

Manages and monitors gas supply contracts.

Coordinates with other groups including the Power Plant, Engineering, Risk Management, GWP Finance, and Business Services.

Directs the activities of "Term," "Pre-schedule," and "Real-time" energy trading and scheduling.

Applies sound managerial principles and techniques in building and maintaining an effective work force. Coordinates the duties of the energy trading staff, reviews, and evaluates employees' job performance, and recommends appropriate personnel actions.

Directs the development, review, and implementation of energy trading staff training, safety, and development programs.

Advises senior management on all necessary changes, related to trading activities.

Prepares oral presentations, written reports, and documentation for the GWP Commission and City Council related to trading activities.

Ensures compliance with all OSHA regulations, and other state/federal requirements, as well as compliance with all other required safety practices as defined by the City, Department, and Division.

Coordinates activities with other Sections within the GWP Department; promotes and facilitates excellent customer service with the other Sections, as well as other Departments within the City.

May drive on City business as necessary.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

City personnel rules, policies, and procedures.

Complex financial instruments, including the securities and commodities markets (power, natural gas, carbon allowances, Renewable Energy Credits, Low Carbon Fuel Standard).

Effective safety principles and practices.

Energy markets, and strategies for minimizing the risk of energy trading.

Energy trading and scheduling practices for power and natural gas.

Federal, State, and local laws, regulations, policies, and procedures pertaining to the electrical utility field.

Fundamental principles of electricity as related to power generation, transmission, and distribution.

Physical and financial markets, regulatory market design, and competitive marketplace profiles.

Principles and practices of supervision; including planning, delegating, reviewing, and controlling the work of subordinates.

Principles of organization, administration, and supervision.

Trading and hedging strategies and platforms.

Skill in:

Making independent judgments and decisions based on market conditions while incorporating established policy or procedure.

Ability to:

Provide exceptional customer service to those utilizing the Glendale Water & Power Department.

Comprehend contracts between utilities and GWP.

Establish and maintain smooth and effective work relationships.

Model and practice the highest standards of ethical conduct.

Perform in-depth analysis on complex data and present it in a clear, concise manner.

Other Characteristics

Willingness to:

Assume responsibility for maintaining a safe working environment.

Plan, initiate, recommend, and carry out actions as required.

Work necessary hours and times to accomplish goals, objectives and required tasks.

Experience

Eight (8) years of professional experience in the field of energy scheduling and trading, including three (3) years in a responsible mid-management supervisory capacity in the field.

Education/Training

Bachelor's Degree in Engineering, Computer Science, Business Administration, Finance, Economics, or a related field.

Master's Degree in Engineering, Computer Science, Business Administration, Finance, or a related field is highly desirable.

License(s) / Certification(s)

Valid California Class C driver's license.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

Exceptional Customer Service Policy

The City of Glendale places a high importance on quality customer service and prides itself for the high level of services it provides by every employee of the organization. As employees of the City of Glendale, we are committed to providing our diverse community and each other with courteous, considerate, and personal attention.

Please click on the link to read the [Exceptional Customer Service Policy](#).

SELECTION PROCESS

EVALUATION OF APPLICATION: All applications, resumes and submitted reference materials will be reviewed and evaluated and only the most qualified candidates based on applicable experience will be invited to the selection process.

ORAL INTERVIEW: (Weight of 100%) To evaluate the applicants' experience, education, and general background for the position.

Candidates must pass each exam component with a minimum score of 70.00% in order to be placed on the eligible list.

TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.glendaleca.gov>

Job #22-00242
ENERGY TRADING MANAGER

Energy Trading Manager Supplemental Questionnaire

- * 1. Do you possess a Bachelor's Degree in Engineering, Computer Science, Business Administration, Finance, Economics, or a related field?
 Yes No

- * 2. Do you possess a Master's Degree in Engineering, Computer Science, Business Administration, Finance, or a related field?
 Yes No

- * 3. At a minimum, do you possess eight (8) years of professional experience in the field of energy scheduling and trading, including three (3) years in a responsible mid-management supervisory capacity in the field?
 Yes No

- * 4. If your response to question #3 is YES, please provide details surrounding your applicable experience. If your response to question #3 is NO, please enter N/A.

- * 5. Describe your experience with physical and financial trading, power scheduling, and NERC e-tagging of energy in the Western interconnection. Include the deal capture system, trading platform or exchange, forecasting software, power scheduling computer systems, and other trading related tools/programs used.

- * 6. Describe your experience with Natural Gas trading, nominations, hedging, and fuel management.

* 7. Describe your supervisory and personnel management experience; indicate specific duties performed.

* 8. Within the salary range as identified on this bulletin, what are your salary expectations for this position?

* 9. How did you FIRST learn about this position?

- City of Glendale Website
- Visited Human Resources in person
- Currently a City employee
- GTV6
- Glassdoor
- GovernmentJobs
- Indeed
- LinkedIn
- Twitter
- Energy Central Jobs
- Energy Job Line
- California Municipal Utilities Association
- Southern California Public Power Authority
- American Public Power Association
- Northern California Power Agency
- Other

* Required Question