

# City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Utility Administrator		
<b>Job Code:</b>	MG1641	<b>Job Family:</b>	Management
<b>Pay Grade</b>	616	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

## GENERAL SUMMARY

Negotiates and administers utility costs and contracts including gas and electricity franchise agreements; makes recommendation on on-going rate cases; understands utility regulation laws and their application; understands all aspects of the City of Fort Worth franchise agreements and electricity deregulation issues, and represents the City of Fort Worth on various utility Steering Committees.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Negotiates utility contracts, including gas, electricity and telecommunications franchise agreements.
2. Makes recommendation on on-going rate cases.
3. Provides estimates of utility expenditures in order to project levels of spending; assists in preparing annual fiscal budgets.
4. Receives and processes City's electricity and telecommunications access line payments.
5. Attends various steering committee meetings.
6. Receives citizen inquiries and complaints regarding utility services; reconciles or refers concerns to appropriate individuals.
7. Provides staff assistance to the City Attorney and the City Council as required.
8. Serves as a liaison between utility companies and City departments.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Financing strategies and cost/benefit analysis.
  - All aspects of the City franchise agreements.
  - Electricity deregulation issues.

- Utility regulation laws and their application.
- Utility company processes.
- Principles and practices of municipal budget preparation.
- City receipt distribution process.
- Budget Office re-estimates program and annual budget process.
- Cost benefit analysis and funding strategies.
- Role and purpose of Public Utilities Commission (PUC).
- Utility rate review process for proposed rate increases.
- Pertinent Federal, State and local laws, codes and regulations applicable to utility consumption.
- City purchasing procedures.
- **Skill in:**
  - Negotiating.
  - Microsoft Excel.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Utilize financing strategies and cost/benefit analysis.
  - Identify and respond to sensitive citizen issues, concerns and needs.
  - Prepare clear and concise administrative reports.
  - Participate in the preparation of budgets.
  - Interpret and apply applicable Federal, State and local policies, laws and regulations.
  - Operate a computer and other office equipment.
  - Establish and maintain effective working relationships with those contacted in the course of work.
  - Read and interpret electricity contracts.
  - Operate assigned vehicle to travel to various meetings in the City.

## **MINIMUM JOB REQUIREMENTS**

A Bachelor's degree from an accredited college or university in Public Administration, Business Administration or a related field and five years increasingly responsible administrative experience preferably within a local government environment.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

### **PHYSICAL DEMANDS**

*The 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.*

Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.