

## **RESOURCE PLANNING ADMINISTRATOR**

### Definition:

The Resource Planning Administrator serves under the general direction of the Director of Strategic Affairs. The incumbent in this position is largely self-directed and develops and implements actions consistent with State and Federal regulations and Agency policy on assigned projects. This position works in close collaboration with the other Agency Departments.

### Distinguishing Characteristics:

This is a single position, mid-management, exempt classification which is responsible for complex analysis, coordination and integration of activities related to the operation of the Middle Fork American River Hydroelectric Project, as well as long-range water and energy planning. The incumbent is responsible for future energy value assessment; seasonal and monthly water and energy planning; daily and hourly energy and ancillary services dispatch; hydrology; regulatory compliance; and oversight and coordination of the completion of betterments, improvements and modifications along with protection, mitigation and enhancements related to the Middle Fork American River Hydroelectric Project. The incumbent in this position supervises the power scheduling and environmental science programs. The duties require the operation of a motor vehicle, personal computer and telephone on a regular basis; walking, sitting for extended periods, bending and stooping occasionally, and lifting up to 35 pounds on an occasional basis.

### Examples of Duties:

- Analyze and develop water and hydroelectric related positions for consideration as Agency policy;
- provide long-range planning of future water needs and infrastructure financing in relation to the water needs of the various general plans of the county, cities and the agricultural community;
- provide short- and long-range planning of FERC relicensing and post relicensing financing of the Middle Fork American River Hydroelectric Project;
- analyze and prepare recommendations on State and Federal issues and mandates and their impact on the Agency;
- provide support to headwater and watershed management throughout the county and in other areas associated with the county's water and hydroelectric interests;
- assist in the development and coordination of advanced planning in supply-side and demand-side alternatives of water resource management including surface

## **RESOURCE PLANNING ADMINISTRATOR**

- water, groundwater and reclaimed water resources throughout the county;
- research and prepare a variety of reports, studies, correspondence and analyses;
- assist in the preparation and administration of budgets;
- represent the department and the Agency in meetings with other public and private organizations;
- seek grants, low interest loans and other financial incentives and opportunities;
- direct and oversee the work of consultants;
- supervise the work of subordinate staff including the Power Scheduling Manager;
- develop and update an Agency runoff forecast and establish year-end carryover storage targets to meet regulatory, consumptive use and power generation requirements;
- develop an Agency energy value forecast;
- participate in the development and updating of the seasonal and monthly water and energy use/generation plan;
- review daily and hourly energy and ancillary services recommendations and/or requests from the Agency's energy partners;
- countersign the CAISO bid recommendations provided by the Power Scheduling Manager;
- ensure adequate coordination with power marketing and operations when regulatory compliance requires changes in operation;
- provide oversight and coordination of the completion of all betterments, improvements and modifications as well as protection, mitigation and enhancement projects included in the Agency's FERC license;
- review the implementation and effectiveness of technology upgrades and assess upgrade opportunities for existing systems with the potential to improve forecasting, operation, reliability and responsiveness in the energy market;
- participate in the development and periodic update of an operations plan for the Middle Fork American River Hydroelectric Project;
- provide plans, schedules and reports to support budgets, operations and projects which require action by the Finance Authority;
- provide contract administration for consulting contracts within the Strategic Affairs Department;
- perform other related duties as required.

### Qualifications:

### Knowledge of:

- Principles of water and hydroelectric resource planning, administration, finance,

## **RESOURCE PLANNING ADMINISTRATOR**

- conservation, development and watershed management;
- principles and methods of problem definition, analysis and resolution;
- needs assessment and infrastructure planning;
- project management and coordination principles and practices;
- public sector management principles and practices;
- principles and practices of contract negotiations and administration;
- energy value forecasting methodology;
- principles of hydroelectric power generation;
- principles of energy sales and trading;
- regulatory requirements pertaining to the sale of bulk power;
- supervisory principles and practices.

### Ability to:

- Prepare complex data analysis and planning studies related to water and hydroelectric resources, watershed management and infrastructure planning, finance and development;
- understand and make use of GIS mapping;
- negotiate water and hydroelectric resource agreements within the county;
- prepare written plans, specifications, reports and correspondence;
- estimate the costs of projects for planning and budgeting purposes;
- provide project management and oversight;
- direct and coordinate the work of consultants and independent contractors;
- direct and oversee the work of subordinate employees;
- work independently with minimal supervision;
- establish and maintain effective working relationships with those contacted in the course of employment;
- secure the cooperation of stakeholders with divergent interests;
- follow written and oral directions;
- read and understand complex contracts, laws, rules and regulations;
- communicate effectively both orally and in writing.

### Education/Experience:

Sufficient education, training, and experience to demonstrate the knowledge and abilities listed above. These would normally be acquired by completion of the requirements for a bachelor's degree from an accredited college or university in public or business administration, engineering, environmental planning, or natural sciences, and three (3) years responsible water and/or hydroelectric management experience,

**RESOURCE PLANNING ADMINISTRATOR**

including at least three years of managerial or administrative experience or equivalent combination of education, training and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.