

Title: Planning Specialist III
PG: 63
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 2028
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible technical work in the planning of the City's electric and water utility system. Employee assists the division supervisor in performing complex studies and implementing plans or programs from studies for the electric and water system. Work is performed in accordance with general instructions, with minimal supervision, and is evaluated by an administrative superior.

ESSENTIAL FUNCTIONS:

1. Performs complex and in-depth analysis of various economic alternatives for expanding the present electric and water utility system.
2. Conducts generation expansion studies which include the timing of additions and examination of the various sizes and types of ventures, capacity sales, and purchases. Studies are performed by utilizing both manual methodology and contemporary computer programs.
3. Examines various expansion strategies of the substation and distribution system to determine the most reliable and economical expansion patterns.
4. Develops unique methods of forecasting and modeling to simulate varying conditions in the service area.
5. Performs both short and long-range forecasts, including, but not limited to, generation loads, energy consumption, fuel consumption and costs, revenues and expenses, customer growth, anticipated rate adjustments, and weather effects on energy consumption and peak loads.
6. Performs studies directly and indirectly related to the development of rates and tariffs.
7. Performs special utility system studies, including marketing surveys relative to energy usage, appliance stocks, housing types, and/or customer attitudes.
8. Plans, develops, implements, and evaluates conservation programs and determines their cost-effectiveness in obtaining seasonal demand and energy reductions.
9. Maintains liaison between the City and consultants, vendors, various government agencies, and electric utility industry organizations.
10. Performs computer programming and supervises related activities, such as data preparation and input and computer terminal operations.
11. Participates in negotiation and preparation of contracts with other utilities and consultants.
12. Assists in preparation of official statements and other financial reports.
13. May temporarily assume the responsibilities of the division supervisor during their absence.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of the mathematics involved in the planning of electric and water utility systems and/or related activities.
2. Thorough knowledge of computer programming and models as applied to statistics, econometrics, planning, rate studies, and marketing.
3. Thorough knowledge of the sources of technical information and literature and the methods of obtaining and using them.
4. Considerable knowledge of rates and rate structures.
5. Considerable knowledge of capital expenditure accounting, municipal financing, and budgetary cost controls.
6. Ability to develop and evaluate studies pertaining to fiscal, analysis, rates, and operational research, cost-of-service, sales projections, load research, and customer analysis.
7. Ability to develop marketing strategies and programs to meet specific needs and objectives.

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8. Ability to design, perform and interpret surveys and their results.
9. Ability to establish and maintain effective working relationships with consultants, and government agencies, as well as the public and fellow employees.
10. Ability to prepare technical reports, analyses, and documents.
11. Ability to plan and direct the work of subordinates as may be required.
12. Ability to communicate effectively, both orally and in writing.
13. Ability to establish and maintain effective working relationships with City employees, consultants, other utilities, and the public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a major in mathematics, statistics, finance, economics, business, planning, marketing, or a closely related field.
2. Four (4) years of experience in related planning work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.