

Title: Statistician
PG: 33
Status: Civil Service
Position Reports to: Manager, Wholesale Energy & Fuels
Department: Lakeland Electric

Class Code: 6031
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is skilled office work of an administrative and technical nature. Work involves the development and coordination of the statistical reporting requirements for the Wholesale Energy & Fuels Division. Duties include compiling mathematical and statistical data essential to the preparation of reports for the division's management team, and including the preparation of spreadsheets, graphs, billing statements, etc. Duties are performed in the course of responding to management requests for data relating to projections and analyses needed for decision making. Responsibilities include performing highly technical and mathematical calculations, and carrying out administrative directives independently.

ESSENTIAL FUNCTIONS:

1. Accurately and efficiently calculates, assembles, and prepares daily, weekly, monthly, annual and special reports, projections, and analyses.
2. Accurately and efficiently calculates, assembles and prepares daily, weekly, monthly, annual and special data relating to wholesale energy & fuels, for the purpose of reports, billing, record keeping and other analyses.
3. Performs advanced research and compiles statistical data for reports using manual and computerized information systems.
4. Makes appropriate decisions based on factual data and applies policies and procedures pertaining to Wholesale Energy & Fuels operations.
5. Assists other Division personnel in the purchasing, selling, record keeping, reporting, etc., of wholesale energy and fuels.
6. Using compiled data, approves and pays invoices for fuel and other division expenses.
7. Using internet based programs, enters natural gas nominations for deliveries on the FGT and Gulf stream pipelines.
8. Completes and submits reports for natural gas, solid fuel and fuel oils.

ADDITIONAL RESPONSIBILITIES:

1. Performs some filing, orders supplies, and prepares letters, etc. for division personnel.
2. Performs related work as required.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of City policies and procedures affecting Wholesale Energy & Fuels operations.
2. Knowledge of modern office record keeping and reporting.
3. Knowledge of Microsoft Word and Excel computer software.
4. Knowledge of accounting methods and principles.
5. Skill in the use of computers, calculators and standard office equipment.
6. Ability to use good interpersonal skills through written and oral communication.
7. Ability to cope with high volume and difficult complex work, while remaining flexible, positive and productive in a changing environment.
9. Ability to carry out administrative and supervisory details independently and prepare correspondence without review.
10. Ability to reach logical conclusions based on the resources at hand, and decide when the resources at hand are sufficient.
11. Ability to prioritize and organize duties and responsibilities and to promptly and effectively complete tasks.

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12. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees, counter-parts in vendor organizations, customers, and the general 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. High school diploma or its equivalent.
2. Five (5) years of experience in progressively responsible clerical work, preferably within a utility setting.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a home telephone.
2. Must possess and maintain a valid state of Florida driver's license.
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.