

Title: Planning Specialist I
PG: 54
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 2026
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is entry level work in the planning, engineering and administrative areas of the City's electric utility. An employee in this classification is responsible for the performance of personal computer applications, planning, forecasting, marketing and rate studies for future expansion and improved operation and financial stability of utility systems. Work assignments are outlined by a superior, but the employee has some opportunity for independent action in carrying out assignments. Technical assistance and supervision is provided during the course of assignments and work is checked during progress and evaluated upon completion by supervisor.

ESSENTIAL FUNCTIONS:

1. Obtains data to perform various system studies such as forecasting demand, energy, customers, and marketing programs, land usage and land availability for expanding the city's electric utility systems.
2. Performs computer programming and may supervise related activities such as data preparation and input and computer terminal operation.
3. Assists in determining the timing specifications and location of new substation, transmission, distribution and generation facilities.
4. Works with other department personnel in developing and evaluating conservation programs in order to reduce seasonal demand and energy consumption.
5. Provides business services in the development, operation and maintenance of complex computer systems, programs and applications that may include the review and implementation of software and hardware.
6. Reviews information services requests and makes recommendations regarding the feasibility and acceptability of implementation.
7. Assists in the design and implementation of local and wide area networks.
8. Conducts project management to include budget analysis, scheduling, specification writing, contract negotiation, report preparation and giving presentations.

ADDITIONAL RESPONSIBILITIES:

1. Must be able to attend meetings at locations other than primary work area.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of routine planning and methodology as applied to the forecasting of power generation, transmission and substation facility requirements, rates, conservation, marketing and land use.
2. Knowledge of statistics, economics, financing, and mathematics involved in the planning of electric utility projects.
3. Knowledge of computer modeling as applied to planning studies.
4. Knowledge of rate theory or conservation practices, or marketing research, strategies and techniques.
5. Knowledge of computer applications as applied to electric utility business practices.
6. Ability to prepare technical reports.

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.

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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 degree in mathematics, statistics, finance, economics, business, planning, marketing, or management information systems.
2. 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 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.