

# MANAGER OF UTILITIES ADMINISTRATION

Port of Oakland, CA





## PORT OF OAKLAND

The Port of Oakland includes the Oakland seaport, Oakland International Airport, and 20 miles of waterfront. The Oakland seaport is the fifth busiest container port in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. Together, through Port operations and those of its tenants and users, the Port generates more than 73,000 jobs in the region and is connected to nearly 827,000 jobs across the United States. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland. For more information, visit the Port's website at [www.portofoakland.com](http://www.portofoakland.com)

### Mission Statement

The Port of Oakland delivers the highest value to our customers and community through sustainable stewardship and growth of our assets, optimal performance of our people, and focus on our aviation, maritime, and real estate businesses.

## THE COMMUNITY

Nestled in between the San Francisco Bay and the California coastal mountains, the City of Oakland has a rich history, diverse culture and expanding local economy. Its temperate Bay Area climate - rated the best in the nation - combined with a vast network of arts, entertainment, recreational and educationally-enriching amenities make Oakland a thriving setting for its 447,000 residents and a tourist destination for thousands of visitors annually. The City's diverse landscape is a lively urban-suburban mix of beautiful hillside residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland Estuary.

Oakland is also one of the nation's most diverse cities, with residents speaking nearly 125 different languages and dialects. Oakland's diversity is also reflected in more than 600 year-round cultural fairs and events citywide. Other recreational, cultural and entertainment activities take place in 106 parks, Lake Merritt, Jack London Square, Knowland Park Zoo, the Oakland Museum of California and the Paramount Theater, among other welcoming venues.

For sports fans, Oakland is the only city in California with the "big three" professional football, baseball and basketball franchises: NFL Oakland Raiders, MLB Oakland Athletics and the NBA Golden State Warriors. Oakland is in close proximity to some of California's most famous destinations - San Francisco is just minutes away and the world renowned Napa Valley wine country is a short distance further. In addition, Oakland is just three hours from Lake Tahoe and the Sierra Mountains, less than three hours from Monterey, Carmel and Mendocino, and a short one-hour flight to Southern California. For longer trips, travelers can take advantage of the generous flight schedule offered by the numerous major carriers at Oakland's International Airport. Encompassing a wide range of housing and educational choices for its residents while providing all the elements of an attractive urban city make Oakland a great place to live and work.

## THE POSITION

The Manager of Utilities Administration reports directly to the Director of Engineering/Chief Engineer and manages the business and administrative components of the Port's Utility Enterprise. The incumbent functions as the Port's primary expert and resource on utility business issues. The incumbent has responsibility for tracking any relevant legislative or regulatory matters, setting prices and rates, and managing utility infrastructure. The position requires a broad understanding of business operations and the financial impact of those operations on the competitive position of the Utility in the open marketplace. The duties involve the exercise of considerable discretion and latitude of judgment. The Manager of Utilities Administration is distinguished from the Utility Business Administrator in that it has oversight over the entire Port Utility Administration Department.

Typical duties of the position include:

- Performs and/or manages long and near-term strategic and facility planning; intended to maximize revenue and return on investment, and achieve other business goals of the Revenue Divisions

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and the Port as a whole. Evaluates utility infrastructure needs and works closely with staff to analyze economic, industry and historical data to project and interpret trends in order to manage assets effectively and plan for future needs; integrates marketing and business development activities into all job functions to ensure alignment of Port wide strategic goals and objectives.

- Assists with or leads the negotiation and creation of various types of agreements and/or programs with tenants and utility customers. Develops, directs and/or oversees the development of utility rates and related policies and procedures, including amendment, publication, interpretation, and enforcement of the Port's maritime Tariff, utility rate tariffs and other agreements that govern the Port's utility business.
- Receives or responds to input and complaints from customers, community, regulatory agencies, non-profit organizations, and elected officials on various issues that may arise. Evaluates potential solutions or opportunities to address the input received and responds accordingly. Develops programs and sets priorities based on critical analysis of competing interests among stakeholders.
- Sets priorities and helps develop strategies for Engineering/Utility Administration that reflect business goals while maintaining consistency and compatibility with Port-wide goals, priorities, and available resources. Contributes significantly to Port internal strategic planning efforts and organizational changes or policies that affect the revenue Divisions.
- In conjunction with other Port divisions and departments, monitors regulatory and legislative developments, provides input and review of environmental, energy and regulatory issues and programs that affect maritime and airport activities, provides technical or policy-level input in support of Port advocacy, and engages business partners (i.e. Investor owned Utilities) as necessary when such items may have significant impact on Port maritime activity.
- Manages, through subordinate employees and/or employees in other Departments or Divisions, the functions of collecting metering and billing data, preparing budgets, monitoring tenant utility account status, and coordinating delinquency collection; exercises judgment, where necessary, in the interpretation of the Utility Rate Tariff and agreements as related to these activities; enforces compliance of the Port's Tariff and various agreements by coordinating compliance and collection activities with the Chief Wharfinger, Property Manager(s), Port financial and audit services, the Port Attorney's Office, and other applicable Port staff.
- Plans and oversees development and implementation of the Department's operating budget. Ensures implementation of Port-wide expense targets related to the Division; identifies savings opportunities or areas of additional need; advocates for additional budget allocation if needed; works closely with Finance to track and understand actual to budget expenditures for the different utility cost centers.
- Represents the Port on the Northern California Power Agency (NCPA) Commission, the Utility Directors meeting, and on relevant committees. Manages preparation of all Port documents and presentations for the L&R, UD and ROC Committee, and actively participates in other committees/aspects of NCPA.
- Monitors the Port's utility infrastructure assets to ensure systems are in optimal condition; utilizes technology to manage utility business systems including Geographic Information System (GIS), Computerized Maintenance Management System (CMMS), Asset Management system, as well as other system applications, databases, and technology infrastructure required to monitor utilities infrastructure operations.
- Prepares and presents reports, other documents, strategies, and recommendations for various audiences, including the Board of Port Commissioners.
- Develops work policies and procedures; directs the supervision and evaluation of assigned staff; plans and oversees staff training and development, as available, to enhance Division-wide effectiveness.

The Manager of Utilities Administration oversees 200 to 300 tenant customers with three direct reports. Utilities generates an annual revenue of \$12 million a year and is the Port's 4th line of revenue generation.

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced leader and a strategic manager with a utility agency background. This person will be able to work independently, has a broad perspective on issues relating to utilities operation and administration, and be proactive in anticipating the needs of the Port. The selected candidate will be creative, generate ideas and solutions and always strive to lead the Division to reaching new levels of professionalism and achievement.

The selected candidate will need to have strong interpersonal skills and have strong political acumen. He/She will be a manager who can mentor and coach staff while holding staff accountable.

### Education, Certifications and Experience

This position requires education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination for each of the engineering departments would be graduation from an accredited college or university with a bachelor's degree in engineering, business, economics or closely related field PLUS minimum five (5) years of experience at a responsible level in engineering, administration, rate setting, resource planning, power contracts, power trading, risk management, or power operations in the electric utility industry or related field are required with at least two (2) years of experience supervising staff. (A master's degree in engineering, economics or business administration may be substituted for up to two (2) years of experience.)

Additional requirements are:

- Must possess a valid California Class C driver's license at the time and for the duration of appointment.
- Must be available for on-call duty as required by emergency situations, or as required for uninterrupted Port operations. Travel is required as necessary to perform the duties of the job.
- In order to comply with the security requirements of the Transportation Security Administration/Federal Aviation Administration (TSA/FAA) for incumbents assigned to the airport and U.S. Customs for individuals who have unescorted access to secured areas of the harbor, each incumbent is required to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position.
- In addition, the incumbent assigned to the airport may be required to complete and pass a U.S. Customs Airport Security Program Check (19CFR122.182). This status must be maintained for the duration of employment.

## COMPENSATION

The salary range for this position is \$133,116 to \$164,904. Placement within the range will be dependent on the qualifications of the successful candidate. The Port's benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association. The Port also offers an attractive benefits package including:

- California Public Employees Retirement System (CalPERS) formula of 2% at 62 years of age or 2.5% at 55 for new hires with other CalPERS service and/or reciprocity.
- The Port offers retiree medical benefits for employees and dependents after 10 years of CalPERS service (including 5 years at the Port).
- The Port pays 100% of the premium cost for employees and dependent health insurance coverage not to exceed the Kaiser-HMO Family Plan; cash in lieu of medical benefit is also available.
- The Port pays 100% of the premium cost for dental and vision coverage.
- The Port pays 100% of the premium cost for Long Term Disability (LTD) coverage and reimburses employees for the State Disability Insurance.
- The Port pays 100% of the premium cost for life insurance at one-time annual salary with certain limits.
- The Port offers a pre-tax Deferred Compensation Plan allowing employees to save and invest money for retirement with tax benefits.

Time Away from Work

- From 2 to 5 weeks of vacation depending on years of employment at the Port.
- 1 paid Floating Holiday per year.
- 12 days of sick leave per year after three months of employment which includes 4 days of personal leave.
- 12 paid holidays as well as the second half of the shift on December 24 and December 31.

## HOW TO APPLY

Please apply on-line by **April 14, 2017** at [www.allianceRC.com](http://www.allianceRC.com). For assistance, questions and inquiries, please contact:

Sherrill Uyeda or Cindy Krebs

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