

City of San José
CLASS SPECIFICATION

Title: Director, Community Energy U (3460)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Community Energy	City Manager	Exempt

CLASS SUMMARY

Under administrative direction, performs work at the executive and management level in planning, organizing, and managing a comprehensive Community Choice Energy program for the City of San José. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is unclassified and is appointed by and serves at the pleasure of the City Manager. This position reports directly to the City Manager and, on an operational basis, may report to the Assistant City Manager, Senior Deputy City Manager, or Deputy City Manager. This class is distinguished from the higher level class of Deputy City Manager in that the latter has a higher scope of executive responsibility.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's Degree in public administration, business administration, or a discipline related to the business performed by the department, AND ten (10) years of progressively responsible professional experience that demonstrates proficiency at the management and policy making levels of a corporate or public organization responsible for a complex range of programs and activities, including five (5) years at a management and policy-making management level. A Master's Degree in public administration, business administration, or a discipline related to the business performed by the department is preferred.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid California Driver's License may be required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- **Job Expertise** – Demonstrates knowledge of and experience with applicable professional/technical principles and practices including public policy and administration management, business management and public sector decision-making and fiscal operations, Citywide and departmental procedures/policies and federal and state rules and regulations. Experience staffing a Council or advisory committee is desirable.
- **Communication Skills** – Effectively conveys information and expresses thoughts and facts clearly, orally, and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Computer Skills** – Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- **Teamwork and Interpersonal Skills** – Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

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- Collaboration – Develops networks and builds alliances; engages in cross-functional activities.
- Creativity – Addresses objectives and problems while questioning traditional assumptions/solutions in order to generate creative ideas and new ways of doing business; exhibits creativity and innovation when contributing to organizational and individual objectives; seeks out opportunities to improve, streamline, reinvent work processes.
- Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Multitasking – Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- Vision/Strategic Thinking – Supports, promotes, and ensures alignment with the organization’s vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills, and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Decision making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Project management – Ensures support for projects and implements agency goals and strategic objectives.
- Management – Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Plans, organizes, directs, and coordinates the operations of the City’s Community Choice Energy Program, including but not limited to energy program and infrastructure development, under the provisions of the City Charter, City Municipal Code, and federal, state, and local regulations.	Daily/Several Times
2.	Oversees and directs the preparation and execution of the Department of Community Energy’s operating and capital budgets; resource procurement and planning, and other related budget and fiscal functions; represents the department in budget hearings before the City Council; initiates strategies for strategic planning.	Daily/Several Times
3.	Directs, assigns, trains, supervises, and evaluates staff and their work; makes decisions and recommendations on employment, retention, promotion, and other related personnel actions.	Daily/Several Times

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4.	Serves as a central point of contact, and provides record keeping of related documents and signed agreements for assigned programs and projects.	Daily/Several Times
5.	Represents the City and/or City Manager at key external meetings, conferences, interdepartmental activities, and local and intergovernmental meetings, hearings, commissions, committees, and meetings with the public. Stays abreast of issues and builds the Administration's understanding of the issues discussed.	Daily/Several Times
6.	Leads and/or supports the City Administration's efforts to assist the Mayor and Councilmembers in implementing various community energy programs; identifies and analyzes renewable energy and energy conservation needs; directs the development of programs to meet those needs and objectives; and is responsive to requests for information or program details.	Daily/Several Times
7.	Assists elected officials in developing a policy agenda for the Department of Community Energy that can be implemented effectively, and serves the best interests of the community.	Daily/Several Times
8.	Attends City Council and Council Committee meetings as directed by the City Manager and provides the City Manager and/or City Council information and advice on matters under consideration.	Daily/Several Times
9.	Develops and maintains collaborative and effective working relationships with other departments, county, state, federal, and private agencies and organizations.	Daily/Several Times
10.	Analyzes the impact of current and proposed federal, state, and local legislation and determines the impact on the Department of Community Energy's operations; and reviews economic trends and regulatory changes to determine the impact on department operations.	Daily/Several Times
11.	Directs the development of community engagement and public relations programs to gather community feedback and share information with the public about San José Community Energy operations, services, programs, goals, and objectives; provide consultation to individuals, citizen groups, business organizations, consultants and governmental agencies on all matters related to the Department of Community Energy's operations.	Daily/Several Times
12.	Performs other related duties as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess the ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;

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- Move between/within work areas; including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 08/17; s000*