



JOB DESCRIPTION

Assistant Resource Scheduler

Date Prepared: March 2014

Class Code: 8435

SUMMARY: Under basic supervision, creates spreadsheet models for billing and invoicing of gas and electric utilities for the Electric Resource Planning & Development (ERPD) work group.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Downloads data from California Independent System Operator (CAISO) and extracts data to spreadsheet software; verifies and compiles data, and updates spreadsheet models.
- Reviews accounts and verifies accuracy of charges; posts and prints CAISO invoices.
- Compiles data for summary and status reports to City staff and external agencies.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Two years of bookkeeping experience with strong Microsoft Excel knowledge.

Knowledge of:

- City policies and procedures.
- Principles and procedures of record keeping and technical file maintenance.

Skill in:

- Following verbal and written instructions and procedures.
- Analyzing complex spreadsheets
- Researching, collecting, and analyzing data, and generating reports.
- Operating a personal computer utilizing standard and specialized software and spreadsheets.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.