



JOB DESCRIPTION

Associate Resource Scheduler

Date Prepared: March 2014

Class Code: 8430

SUMMARY: Under basic supervision, records and tracks purchases and sales 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:*

- Records and tracks gas and electric utility transactions; maintains spreadsheets on purchases and sales of electricity and gas for City utilities; assists Resource Scheduler with energy pre-schedules.
- Compiles data for summary and status reports to City staff and external agencies.
- Resolves discrepancies and settlements between scheduled and actual utility quantities and prices.
- 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:

Associate's Degree in Accounting or Business Administration; AND three years of energy pre-scheduling experience.

Knowledge of:

- City policies and procedures.
- Basic principles and operations of power generation and the natural gas and electric markets.
- Principles and procedures of record keeping and technical file maintenance.

Skill in:

- Following verbal and written instructions and procedures.
- 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.