

MAJOR FUNCTION

This position involves highly technical and analytical work in the wholesale acquisition and trading of natural gas, pipeline capacity and electricity. Nomination and scheduling for the Electric & Gas Utility is required on two different pipelines. This position includes power marketing, generation dispatch modeling, and transmission scheduling. This position requires attention to detail, initiative, and follow through under the supervision of the Manager – Energy Trading.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Evaluates the daily and monthly natural gas requirements of the Electric and Gas Utility. Negotiates for natural gas supplies and pipeline capacity for the Electric and Gas Utility and wholesale customers at the lowest cost while balancing within pipeline limitations. Communicates daily with natural gas and electricity producers/providers, pipeline representatives, electric transmission owners concerning prices, transaction terms, and delivery schedules. Executes trades through energy market information systems and trading networks. Communicates daily with operations staff of the Electric and Gas Utility on gas needs, system constraints, generator availability, curtailments, and operational issues. Computes, adjusts, and documents delivery schedules and transactions as required. Performs billing and reconciliations for energy transactions. Maintain records system of all transactions, establishing cost allocations, billing, and key performance indicators. Performs other duties as required.

Other Important Duties

Provide contract and administrative support on City network systems and applications.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Ability to learn complex technical concepts. Knowledge of the principles, practices and methods used in the acquisition, trading, transportation, exchange and delivery of natural gas and electricity. Knowledge of generally accepted accounting and bookkeeping principles and practices. Ability to understand and utilize mathematics to generate custom calculations. Skill in the use of Excel spreadsheets, Word processing and interactive network systems.

Minimum Training and Experience

Possession of a bachelor's degree in business, finance, economics, science, accounting, engineering, mathematics, data analytics, energy technology, information science & technology or a related technical field and four years of professional or technical work experience in one of the aforementioned fields.

Special Necessary Requirement

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

May require working on holidays and weekends to meet operational requirements.

Established: 01-03-97

Revised: 03-18-98
10-03-03*
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