

# Wyoming Municipal Power Agency

## Job Description

<b>Title:</b> Operations Manager	<b>Code:</b>
	<b>Effective Date:</b>
	<b>Last Revised:</b> 9/19

### GENERAL PURPOSE

Performs a variety of administrative and technical duties as needed to ensure efficient and effective day-to-day load forecasting and scheduling for the timely delivery of power to Agency membership, which includes managing the metering system. Provides forecasts for member load, generation, purchases, and surplus information for budgeting and other financial forecasts. Performs monthly settlements for energy received from generators, contracts and for energy sold. Manages information systems operations related to essential hardware and software components of the Agency.

### SUPERVISION RECEIVED

Works under the general supervision of the Executive Director.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

Participates as a member of the management team; develops project priorities and establishes deadlines; assures availability of power supply through daily production, sale and purchasing of sufficient kilowatt hours to meet the demands of member communities. Provides strategic planning and direction to WMPA.

Establishes/maintains energy marketing relationships with power managers, and schedulers in regional power organizations and with other regional utilities; interfaces directly with WMPA's scheduling agent to ensure the accurate execution of the scheduling operations of WMPA as needed to meet requirements of all power purchase contracts, generation resources, and member load. Provides significant input to contracts. Continually learns about the changing electric industry to comply with requirements and to position WMPA to thrive in the future.

Participates in annual rate review using established Cost of Service model, including projected power purchases, sales, capital projects and fund balances that may impact rate assessment.

Develops daily and long-term load forecasts as needed to project immediate and future requirements. Reviews historical data; evaluates community economies; makes hourly estimates for system capacity requirements and monthly energy forecasts. Performs detailed analysis of power supply alternatives to establish appropriate programs to evaluate new generation power supply and integration of such power supply into the resource portfolio. Interfaces with consultants to ensure the correct modeling of WMPA. Contemplates risks associated with development of such resources both in terms of resource availability, ability to integrate, and financial impacts.

Assists in the analysis of "operating results" by the integration of forecasting data with financial data; utilizes analytical models influenced by load growth, resource characteristics, industry trends and financial information to study the impact of future options upon rates. Independently, creates models that incorporate complex contractual, financial, operational, and industry data to model various scenarios.

Reviews historical databases and weather forecasts to predict and estimate loads two or more days in advance and coordinates with WMPA's scheduling agent to minimize energy imbalance penalties, minimize purchased power costs, and maximize surplus sales.

Compares hourly forecasted load, resource, and obligation prescheduled information to actual data to improve daily load forecasts and to reduce energy imbalance deviations. Compares actual hourly data to data from other companies for monthly settlements for generation, contract purchases and sales, loads, losses, and reserves.

Develops monthly pre-scheduling sheets to analyze unique monthly characteristics. Generates customer invoices; compares WMPA meter data with the load control area's meter data. Provides cost estimates for budget items such as federal contracts, purchased power, member sales, transmission, regulation, reserves, member services and surplus sales. Provide energy projections for WMPA's share of generators to plant operators.

Participates in the updating and maintenance of various Agency records related to engineering reporting, project reports, billing, scheduling, forecasting, etc.; generates reports as requested and required by industry oversight entities and organizations.

Maintains WMPA website and coordinates necessary changes and enhancements with contract webmaster; performs general system maintenance related to computers, and various peripherals; acts as a network administrator.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from high school; plus, two (2) years of specialized training related to spreadsheet functions, statistics or related field;

AND

B. Two years of experience performing above and related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** power management and power supply issues as they pertain to the operation of WMPA; spreadsheets, databases, presentation programs, word processing; generating resources and operations; regional power issues and Federal, State, and local agreements regarding generating resources and power supply arrangements. **Some knowledge of** region's electrical generation and transmission systems and associated scheduling requirements; office practice and procedure; regional power supply issues and of region's generation and high-voltage transmission systems; locally owned generation resources and systems; various hardware and software applications; computer operations, etc.

**Ability to** operate and enhance sophisticated utility energy management applications, such as load and generation forecasting, energy accounting, a metering system etc.; ability to use independent and discretionary judgment; ability to develop effective working relationships with supervisors, fellow employees, power managers, schedulers, and board members; ability to communicate effectively, verbally and in writing.

3. Preferred Qualifications:

Previous experience with a regional transmission organization or an independent system operator or a generation and transmission electric utility. Previous experience writing contracts and complying with regulations.

4. Work Environment:

Work normally performed in a comfortable, controlled work environment, occasional exposure to seasonal weather conditions. Tasks may require a variety of physical activities involving some light muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and creative problem solving. Some overnight and multiple day travel will be required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed with or without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)