

## **BUSINESS DEVELOPMENT/PROJECT MANAGER**

### **MERCED IRRIGATION DISTRICT BUSINESS DEVELOPMENT/PROJECT MANAGER**

FLSA Status – Exempt

#### **DEFINITION:**

Under general direction, this position is responsible for the development and management of assigned District projects, pursuing business development and growth in areas where electrical services may be economically provided by the district, and participate in the development and management of other District and or State mandated programs associated with the Energy Resources Department or electric utility industry. This position will direct and guide business development through contacting, interacting, contracting and providing assistance to potential customers in obtaining electric service from the District. Develop and guide a variety of business growth strategies including, but not limited to, identifying and quantifying new business opportunities, guiding economic and business development and maintain cooperative relationships with federal, state and local government and private contacts to promote the retail sale of electricity in the District's electric service territory area.

#### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Provides guidance in the development, implementation, promotion, evaluation, and modification to new business and economic development activities;
- Provides total project management and oversight of assigned District projects;
- Fosters good community relations through community involvement and support;
- Creates forums to promote interaction with community and business leaders;
- Anticipate and identify emerging issues that may affect the District by working with community leaders, local government and civic organizations as well as other agencies;
- Works with business and economic development entities, maintain cooperative government and private contacts to promote the retail sale of electricity in the District's electric service territory area;
- Performs liaison activities between commercial and residential customers and various District departments;
- Recommends and assists in implementation and evaluation of goals, objectives, and practices for providing effective and efficient utility related customer services;
- Researches and develops feasibility studies for projects pertaining to prospective system extension opportunities;
- Gathers appropriate market research relevant to new business development
- Assists in development of appropriate communication and advertising programs for development of new business opportunities;
- Analyzes market changes and community development to determine and garner new business opportunities;
- Prepares a variety of narrative and periodic reports to keep management informed of program/project status; develops qualitative and quantitative measures to evaluate program/project financial status, customer satisfaction, contractor performance and public relations, and recommends modifications to increase effectiveness; conducts research and performs analyses to make recommendations to management-related program design;
- Reviews contracts/commitments to ensure consistency with relevant rates, rules and policies; Performs other related work as assigned
- Maintains current knowledge of external electric utility trends and legislation to ensure necessary compliance;
- Respond to emergency situations and be on call as assigned. Coordinate emergency situations with appropriate agencies and personnel as required.
- Other duties as directed, requested, or assigned.

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### **Knowledge of:**

- Renewable energy resources, and community-based programs and services applicable to the district;
- Project management;
- Contract preparation and administration;
- Mathematics and statistics required for electric utility finance, cost and rate calculations;
- High level of understanding of personal computer operation and software applications, including Microsoft Word, Excel, PowerPoint, Access and e-mail;
- Principles and practices of effective customer relations;
- Recent developments, current literature and sources of information regarding electric utility industry;
- Principles and practices of budget preparation and administration;
- Pertinent federal, state, and local laws, codes and regulations;
- Strong organizational skills and keen attention to detail;
- Superior professionalism and judgment;
- Basic principles of engineering and design

### **Ability to:**

- Communicate effectively both orally and in writing;
- Prepare and present oral and written reports;
- Prepare, present and administer budgets;
- Work independently within general guidelines;
- Prepare and give presentations to the general public, management and department personnel;
- Interpret and apply federal, state and local laws, policies, procedures and regulations;
- Establish and maintain cooperative working relationships with those contacted during the course of work;
- Effectively develop, negotiate and monitor contracts;
- Operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment;
- Identify problems/issues, collect and analyze data, develop alternatives and select the most appropriate solution;
- Oversee, manage and direct construction projects from conception to completion;
- Ability to understand and apply local and state building requirements;
- Review projects in-depth, schedule deliverables and estimate costs;
- Oversee onsite and offsite construction as needed;
- Coordinate and direct construction workers and subcontractors as needed;
- Meet project contractual conditions of performance;
- Review project work progress as needed;
- Prepare internal and external reports pertaining to project status;
- Plan ahead to prevent problems and resolve any emerging issues;
- Negotiate terms of agreements, draft contracts and obtain permits and licenses as needed;
- Analyze, manage and mitigate project risks;
- Ensure quality construction standards and the use of proper construction techniques.

### **Education:**

Graduation from an accredited four (4) year college or university with a degree in business, engineering, public administration, communications, economics or a related field preferred or equivalent experience as determined solely by the district.

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### **Experience:**

Ten – (10) years of increasingly responsible experience in business or economic development, construction and project management, public administration communications or economics related area preferred.

### **Necessary Special Requirements:**

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.

### **ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 50% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office and field environment.
- Regularly travels to District project and customer sites.

### **ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

### **TYPICAL PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

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| Sitting:    | Remains in a seated position for up to eight (8) hours per day   |
| Hands/Arms: | Operates computer for up to eight (8) hours per day  |
| Lifting:    | Raises and lowers boxes and supplies up to twenty-five (25) pounds.  |
| Stooping:   | Bends body downward and forward by bending at the knees or waist   |
| Talking:    | Expresses ideas and shares information by means of spoken work in person and by telephone.                 |
| Hearing:    | Hears well enough to receive communications in person and by telephone.                                    |
| Vision:     | Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment. |

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**SUPERVISION:**

The position receives general supervision from the Deputy General Manager, Energy Resources.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**