JOB TITLE: UTILITY RATES ADMINISTRATOR
DEPARTMENT: FINANCE
REPORTS TO: FINANCIAL MANAGER
FLSA STATUS: EXEMPT
DATE: 08/19/2019

SUMMARY:

Under limited direction, this is a professional position responsible for leading, implementing, and completing work in the analysis, planning, design, and administration of utility rates.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (include the following)

1. Responsible for analyses of existing rate structure and related revenues.
2. Coordinates cost of service and rate design studies to support rate increases and new rates.
3. Prepares forecasts of financial impact of implementing rate adjustments vs maintaining status quo.
4. Conducts research and analyzes industry standards for utility rate design.
5. Oversees the presentation of analytical results and rate justifications to senior management.
6. Coordinates the preparation of documents for BPUB Board and City Commission approval of proposed rate actions.
7. Completes other job duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Provides leadership and work assignments to internal staff and guidance to external consultants.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree in Business Administration, Finance, Accounting, or a related field is required. Five (5) years of analytical and professional experience in utility rates administration, data management, or management of rates is required, two (2) years of which were in a senior, supervisory, or lead capacity.
KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge important to perform the functions of the job include:
1. Knowledge of existing BPUB rate structure and City of Brownsville Code of Ordinances utility rates sections.
2. Knowledge and application of principles, practices, theories, procedures, and terminology, related to utility cost of service studies.
3. Knowledge of rate development processes, techniques, and methods.
4. Knowledge of accounting principles and procedures, including practices of municipal utilities.
5. Knowledge of mathematical forecasting and estimating methods and techniques.
6. Knowledge of research and analysis methods, survey techniques, statistical and financial analysis concepts and report writing.
7. Advanced working knowledge of data analysis techniques and analytical tools.

Skills important to perform the functions of the job include:
1. Strong oral and written communication skills in English.
2. Advanced computer skills in operating Microsoft Office programs (Excel, Word and PowerPoint).
3. Skill in handling multiple tasks and prioritizing.
4. Skill in planning and organizing.
5. Strong analytical and technical skills.

Abilities important to perform the functions of the job include:
1. Ability to understand complex oral and written instruction.
2. Ability to work independently, with minimal supervision, and use rational judgment in making work-related decisions.
3. Ability to interact effectively and professionally with a wide variety of people on a daily basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Requires a valid Texas Driver License or receipt of a valid Texas Driver’s License within 90 days of relocation to Texas and a safe driving record, as measured by company policy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Limited amount of physical effort required associated with walking, lifting and carrying light objects (less than 40 lbs.). Work is done in a normal office environment with frequent exposures to outdoor temperatures, dirt and dust, and/or disagreeable sights and odors.

SPECIAL REQUIREMENTS:

The Brownsville Public Utilities Board requires that all employees must consistently demonstrate their ability to be professional, courteous and competent in all their interactions with the public, customers and fellow employees.

APPROVED:

[Signature]
Leandro G. Garcia, CPA
Chief Financial Officer

8-19-19
Date

Utility Rates Administrator 2