



City of Santa Clara  
**Senior Electric Division Manager**

<b>SALARY</b>	\$109.98 - \$142.34 Hourly \$19,063.26 - \$24,672.40 Monthly \$228,759.12 - \$296,068.80 Annually	<b>LOCATION</b>	Santa Clara, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	39-24-173
<b>DEPARTMENT</b>	Electric Utility	<b>OPENING DATE</b>	09/20/2024
<b>CLOSING DATE</b>	10/18/2024 4:00 PM Pacific	<b>FLSA</b>	Exempt
<b>BARGAINING UNIT</b>	9	<b>WEIGHTING PLAN</b>	NA

**Description**

**The Department:**

As a community owned, not for profit municipal electric utility, Silicon Valley Power (SVP) has provided dependable electric service for over 125 years. SVP provides electricity service to over 57,000 residential and business customers. Today, SVP owns, operates, and participates in more than 1200 MW of electric generating resources and serves a peak load of approximately 700 MW. SVP’s expansion plan will double the operating capacity over the next ten years. High-profile customers include large corporations such as Intel, Applied Materials, Amazon Web Services (AWS), and NVIDIA. SVP currently provides more than 40% of Santa Clara’s electricity from carbon free renewable resources. In addition to using green energy from large-scale wind, solar, geothermal, and hydroelectric projects outside of the area, SVP employs innovative ways to produce electricity locally by capturing and burning methane gas from a closed city landfill and using power from solar generating systems on city-owned garages and vacant, unusable land. SVP is supported by a staff of 222 full-time employees and has a revenue budget of more than \$761 million for the fiscal year 2024-25.

**The Position:**

SVP is seeking a candidate who is a strategic thinker, enjoys challenges, and will work collaboratively with other areas of the organization and City to elevate the use of technology in all aspects of operating an electric utility. SVP is in a unique position among electric utilities in experiencing dramatic growth over the next 5-10 years, primarily due to energy intensive data centers but also due to electrification. The successful candidate will continue efforts to elevate technology to support SVP’s growth plans and other goals while at the same time ensuring a focus on core functions and continuous improvement in the way SVP operates, including:

- Develop, manage, and continually update a proactive Cybersecurity portfolio for the Electric Department, including a Utility Cyber Security Policy that maintains NERC CIP Compliance yet promotes Utility Business functionality.
- Develop Utility Strategic Technology Plan that identifies core competencies and principles of SVP focused Systems Support Group. This plan should leverage existing abilities of City IT group, Cloud computing opportunities, and consultants to deliver current and emerging technology

- Support, maintain, and administer more than 50 databases (Oracle, SQL), all on-prem, cloud, and hybrid/hyper-converge servers
- Support and administer AMI network, NERC CIP and other compliance initiatives, technology needs, SharePoint (corporate and NERC), GIS platform, and security cameras and monitoring
- Provide physical security planning support for Electric Dept facilities and substations; and
- Develop and implement workforce technology changes
- This position will play a critical role over the next few years to not only support SVP's ambitious goals, but also the City of Santa Clara as it hosts several high profile events, including the February 2026 Superbowl and several Soccer World Cup Games later in Summer 2026

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager.

*The position is housed at SVP main offices in Santa Clara but may also have the flexibility to work partially from Northern California Power Agency's Satellite Office in Citrus Heights in Sacramento County.*

#### **Additional Information:**

Applications must be filled out completely (e.g. do not write "see resume, NA, or personnel file."). To receive consideration for the screening process, candidates must submit a **1) Cover Letter and 2) Resume. Incomplete applications will not be considered.**

Application packets may be submitted online through the "Apply Now" feature on the job announcement at [www.santaclaraca.gov](http://www.santaclaraca.gov). Applications must be submitted by the filing deadline of **October 18, 2024 at 4:00 PM.**

**THIS RECRUITMENT MAY BE USED TO FILL MULTIPLE POSITIONS IN THIS, OR OTHER DIVISIONS OR DEPARTMENTS BESIDES THE POSITIONS LISTED BELOW. IF YOU ARE INTERESTED IN EMPLOYMENT IN THIS CLASSIFICATION, YOU SHOULD APPLY TO ENSURE YOU ARE CONSIDERED FOR ADDITIONAL OPPORTUNITIES THAT MAY UTILIZE THE APPLICANTS FROM THIS RECRUITMENT. MEETING THE MINIMUM QUALIFICATIONS DOES NOT GUARANTEE ADMITTANCE INTO THE EXAMINATION PROCESS. ONLY THE MOST QUALIFIED CANDIDATES WHO DEMONSTRATE THE BEST COMBINATION OF QUALIFICATIONS IN RELATION TO THE REQUIREMENTS AND DUTIES OF THE POSITION WILL BE INVITED TO TEST OR INTERVIEW.**

The annual salary range for this position is \$228,759.12 - \$296,068.80. This position will be filled at or near the minimum of the salary range.

## **Minimum Qualifications**

### **EDUCATION AND EXPERIENCE**

- Education and experience equivalent to a bachelor's degree in Accounting, Economics, Engineering, Business Administration, Financial or Risk Management, Marketing, Mathematics, Public Administration or closely related field;
- Six (6) years of experience at a responsible level in engineering, administration, contracts administration, reliability standards compliance, customer relations and strategic services, economic trend analysis and forecasting, financial analysis, marketing, rate setting, resource planning, power contracts power trading, risk management, statistical analysis of market place business practices and operations, communications, information technology, environmental and regulatory compliance, engineering operation and maintenance in the electric utility industry or related field; and
- Including a minimum of 2 years of management experience.

### **SUBSTITUTIONS**

- 8 years of applicable electric utility experience may be substituted for the education requirement.
- An advanced degree in Engineering, Business Administration, Public Administration or related field may be substituted for up to 2 years' experience on a year for year basis.

### **DESIRABLE QUALIFICATIONS**

- An advanced degree in the applicable field is desirable; and
- Possession of a certificate of registration as a Professional Engineer in the State of CA is desirable.

LICENSE

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job.
- May be required to work unusual hours in emergency situations;
- Required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State, and /or industry security requirements; and
- Seven (7) year criminal background check and employment verification are required.

**Follow this link to view the entire Class Specification, which includes more information on Typical Duties and Knowledge, Skills, and Abilities.**

***Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.***

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or [HumanResources@santaclaraca.gov](mailto:HumanResources@santaclaraca.gov).

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**Agency**

City of Santa Clara

**Address**

1500 Warburton Ave.

Santa Clara, California, 95050

**Phone**

408-615-2080

**Website**

<http://www.santaclaraca.gov>

**Senior Electric Division Manager Supplemental Questionnaire**

**\*QUESTION 1**

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, omissions, stating "see resume" or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question completely, and in your own words (without the use of generative Artificial Intelligence tools, including but not limited to Chat GPT, Microsoft AI, or any other AI tool), and that your responses can be verified from information included within your application?

- Yes
- No

**\*QUESTION 2**

**Please select the option below that best describes how you meet the minimum qualifications for Senior Electric Division Manager.**

- I possess a bachelor's degree in Accounting, Economics, Engineering, Business Administration, Financial or Risk Management, Marketing, Mathematics, Public Administration or closely related field, and six (6) years of experience at a responsible level in engineering, administration, contracts administration, reliability standards compliance, customer relations and strategic services, economic trend analysis and forecasting, financial analysis, marketing, rate setting, resource planning, power contracts power trading, risk management, statistical analysis of market place business practices and operations, communications, information technology, environmental and regulatory compliance, engineering operation and maintenance in the electric utility industry or related field, which include a minimum of 2 years of management experience.
- I have fourteen (14) years of experience at a responsible level in engineering, administration, contracts administration, reliability standards compliance, customer relations and strategic services, economic trend analysis and forecasting, financial analysis, marketing, rate setting, resource planning, power contracts power trading, risk management, statistical analysis of market place business practices and operations, communications, information technology, environmental and regulatory compliance, engineering operation and maintenance in the electric utility industry or related field, which include a minimum of 2 years of management experience.
- I possess a Master's degree or higher in Engineering, Business Administration, Public Administration or related field, and four (4) years of experience at a responsible level in engineering, administration, contracts administration, reliability standards compliance, customer relations and strategic services, economic trend analysis and forecasting, financial analysis, marketing, rate setting, resource planning, power contracts power trading, risk management, statistical analysis of market place business practices and operations, communications, information technology, environmental and regulatory compliance, engineering operation and maintenance in the electric utility industry or related field, which include a minimum of 2 years of management experience.
- I do not meet the minimum qualifications for this position.

**\*QUESTION 3**

**Please describe in your own words how your education and/or experience meet the minimum qualifications of this position.**

**\*QUESTION 4**

**Please describe your experience performing technology support for electric utilities.**

**\*QUESTION 5**

**Please describe your experience supporting and promoting new technologies that have resulted in process improvements and streamlined workflow.**

**\*QUESTION 6**

**How do you work across different departments and divisions to ensure a project stays on schedule and is successfully implemented?**

\* Required Question