

8712

PUBLIC UTILITIES DIRECTOR

Nature of Work: Under administrative direction, performs complex administrative work planning, organizing, directing and evaluating the work of a utility regulation division of the Public Service Commission. Directs professional, technical and office support staff through subordinate managers and supervisors, evaluates the effectiveness of division policies, procedures and practices; evaluates and advises the Public Service Commission on major policy, legal and statutory issues, oversees the budgetary, personnel and procurement activities of the division. Performs related work as required.

Examples of Work

Directs the daily operation of the division through unit managers and supervisors; accountable for the accomplishment of division objectives.

Develops, plans, evaluates and implements complex and technical procedures established for the compilation and analysis of financial, engineering, and utility operations data.

Oversees the development of work standards, policies and technical procedures.

Oversees the compliance of utility regulatory standards with state and federal laws and regulations in the area of assignment.

Coordinates the work of the division with other units of the Public Service Commission, state and federal regulatory agencies, advocacy groups and industry associations.

Serves in a primary liaison role with national, state and local government agencies, industry groups and others.

Provides expert technical consultation and policy interpretation to the Public Service Commission, subordinates, public officials and advocacy groups.

Oversees the preparation of periodic and special reports on the status of division operations, goals and objectives.

Knowledge, Skills and Abilities

Knowledge of the theories, principles, and practices in the area of assignment.

Knowledge of the laws, regulations and operations of public utilities.

Knowledge of principles of management.

Ability to plan, organize, direct and evaluate the operation of a utility regulatory division.

8712

PUBLIC UTILITIES DIRECTOR - cont'd

Knowledge, Skills and Abilities - cont'd:

Ability to oversee the preparation of and execution of complex office budgets; to staff and evaluate professional, technical and support positions.

Ability to establish and evaluate program and operational standards.

Ability to synthesize and evaluate complex engineering, financial and utility operation data.

Ability to communicate effectively, orally and in writing.

Ability to supervise the work of others.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four year college or university with a major or minor in accounting, finance, economics, business administration, management, engineering or closely related field, criminal justice or related law enforcement field or admission to the practice of law in West Virginia.

Substitution: Experience as described below may substitute for the required training on a year-for-year basis except for the admission to the practice of law.

Experience: Seven years of full-time or equivalent paid part-time professional experience in a regulated utility, utility regulatory agency, utility consultation, public/business administration, or in accounting or auditing, or engineering, or law enforcement, two years of which must have been in an administrative or supervisory capacity.

Substitution: Master's Degree in the above areas or approval as a Certified Public Accountant may substitute for two years of the required general experience.

Established: 9/16/93
Revised: 7/19/13
Effective: 7/19/13
Effective: 12/02/14