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COLORADO RIVER COMMISSION
OF NEVADA

Unclassified Position Announcement

Hydropower Program Specialist

The Colorado River Commission of Nevada is seeking qualified applicants for the position of Hydropower Program Specialist for the Hydropower Program Group. This is an unclassified full-time position within Nevada State Government.

Recruitment: Open to all qualified candidates, vacancy in Las Vegas, Nevada.

Salary: Depending on experience, starting at \$35,000.00 to \$55,000.00/year depending on experience. Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contributions plan is also available with a reduced gross salary. *{Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or six furlough days per fiscal year) through June 30, 2015. The Salary listed above does not reflect the reduction from the required furlough.}*

Applications Will Be Accepted Until: June 21, 2013.

The Position

The Colorado River Commission of Nevada (Commission) is seeking a Hydropower Program Specialist.

Job Description

The Hydropower Program Specialist (HPS) reports to the Hydropower Program Manager (HPM). The HPS interacts with Hydropower staff, other Commission employees, customers, and the public. The Hydropower Program Specialist has a diverse set of responsibilities and must be adept at organizing his/her time and identifying priorities to meet required deadlines, while managing relationships with a host of colleagues and contacts.

The Hydropower Program Specialist's primary job function is to:

- Assist in the administration, operation and maintenance of the Hydropower Scheduling, Billing and Adjustment program (SBA), and administration of numerous power contracts and related agreements the Commission has with the Federal Government and the Commission's retail and wholesale power customers.

- Obtain, verify and balance monthly energy requirements from customers with available hydropower; post data into the SBA program database; coordinate with the Hydropower staff in obtaining additional energy resources as required by customers; develop monthly and hourly power schedules and other reports according to established policies, procedures and specific deadlines.
- Develop and issue monthly invoices; coordinate with energy accountants to check out total power received from suppliers and balancing that with the power consumed by customers; coordinate with the Commission's Accounting Department to balance vendor and customer invoices and payments, according to established policies, procedures and specific deadlines as directed by contractual agreements and State and Federal laws.
- Provide information and reports to the Commission's retail and wholesale power customers to ensure their understanding, according to established policies, procedures and specific deadlines as directed by contractual agreements and State and Federal laws.
- Compile data for records administration to ensure availability for research and documentation as requested by Commission customers, and/or HPM, and/or other staff in a timely manner. Understand the filing procedures, and assist with filing as needed in order to ensure easy and quick retrieval of information.

Minimum Qualifications:

Graduation from an accredited college or university in public administration, business administration, or similar field and one year experience with energy scheduling, check outs, utility accounting and billing; or two years experience with general business planning, administration and book keeping; or

Graduation from high school and the equivalent and four years of previous experience in energy scheduling, check outs and billing; or six years experience with general business planning, administration and book keeping.

Ability to communicate, both written and orally, with vendors and customers; to compose reports and correspondence; review and analyze budgets; understand calculations and computations that are specified in contracts; identify and investigate discrepancies in computer generated reports; work with others to achieve common goals; set priorities and be able to track multiple projects simultaneously.

Submit a letter of interest and résumé to:

Judy Atwood
Office Manager
Colorado River Commission of Nevada
555 E. Washington Avenue, Suite 3100
Las Vegas, NV 89101

E-mail submissions will be accepted and should be sent to:

jatwood@crc.nv.gov

Posted: May 17, 2013