**Kentucky Municipal Energy Agency**

**Position: Vice President, Planning and Rates**

# Department: Planning and Rates

**JOB SUMMARY:**

Develop optimal resource plans for Agency to provide for a low-cost, reliable power supply for the Agency’s members. Performs member bills, member capacity payments, monthly billing reports, rate studies, Pro Forma studies, load forecasts, and rate comparisons. Directs and manages short-term and long-term production cost modeling functions of the Agency in coordination with the Finance and Accounting department. Assists the President & CEO in the development and implementation of policies, procedures and programs to ensure protection of the assets of the Agency and to fulfill the Agency’s goals and objectives.

**RESPONSIBILITIES**:

1. Key Advisor to President & CEO
	1. Recommends, develops and implements policies, procedures and initiatives to fulfill the Agency’s goals and objectives as outlined in the Board’s Strategic Plan.
	2. Assists the President & CEO with policy related activities and participates in the development and implementation of policies and procedures regarding long-term planning and rates.
	3. Attends all board meetings, regularly presents at those meetings and participates in board discussion.
2. Long Term Resource Planning
	1. Develop and analyze long term resource plans.
	2. Prepare Integrated Resource Plan (IRP).
	3. Provide analysis of potential additional resources.
	4. Provide support for bond financings.
	5. Prepare new member analyses.
	6. Calculate avoided cost for capacity and energy.
3. Front Office Functions
	1. Support Market Operations staff in determining the economics of short-term power supply arrangements and market opportunities.
	2. Support Market Operations long-term trading strategies.
	3. Perform transmission analysis.
	4. Perform long-term generation and transmission planning studies.
	5. Maintain portfolio optimization model database.
4. Middle Office Functions
	1. Project forward curves and mark-to-market valuations.
	2. Maintain position report.
	3. Calculate risk metrics (member rates, energy cost adjustment (ECA), cash flow, net income, etc.).
	4. Develop risk management policy.
	5. Perform trading policy compliance monitoring.
	6. Participate in regulatory and market development groups.
	7. Ensure reliability compliance (KU, SERC and MISO).
	8. Maintain market optimization model database and stochastic parameters.
5. Back Office Functions
	1. Analyze and allocate pool settlements.
6. Demand Side Resources
	1. Develop and implement KyMEA Demand Response programs.
	2. Investigate and provide analysis of DSM requirements.
7. Renewable Energy
	1. Evaluate potential renewable energy projects, including solar, wind and landfill gas projects
	2. Develop compliance plans for Renewable Portfolio Standards (RPS).
	3. Develop and implement rates such as community solar rate, interruptible rates, net metering rates and green power rates.
8. Environmental
	1. Analyze the impact of emissions rules
9. Monthly Billing
	1. Reviews and verifies Member bills and submits to President for approval.
	2. Coordinates with the accounting staff to balance revenues and expenses and tie out ECA balance.
	3. Reviews and verifies a monthly report on a timely basis.
10. Annual Rate Studies
	1. Responsible for gathering historical and budget revenue and expense data, calculating revenue requirements, and setting the rate design with a focus on making improvements or changes as needed.
	2. Coordinates internal staff meetings as necessary and distributes preliminary and final results as appropriate.
	3. Prepares the rate study report and coordinates the meeting the requirements of the Rate Notice.
11. Pro Forma
	1. Updates the KyMEA rate study each month with actual billing units, revenues and expenses.
	2. Updates the revenue and expense projections as needed.
	3. Develops and distributes the results of the pro forma to President and various internal staff.
12. Load Forecasts
	1. Oversees the collection of historical billing units for each member, along with applicable weather and economic variables.
	2. Reviews regression models for demand and energy requirements and evaluates the validity of the model statistics.
	3. Reviews the 20-year monthly and annual projections for each member and for the KyMEA system.
	4. Evaluate impacts of energy conservation efforts and confidence interval, weather-related and/or economic forecast scenarios.
	5. Reviews forecasts and appropriate documentation for implementation into the Integrated Resource Plan and respond to data requests accordingly.
	6. Reviews forecasts as needed by Market Operations for submittals to KU, SERC and MISO.
13. Rate Comparisons
	1. Monitors retail electric rates of members, investor-owned utilities and rural distribution cooperatives in Kentucky.
	2. Collects tracker information and monitors rate filings and dockets at the KPSC.
	3. Prepares residential and commercial rate comparisons of members with those of investor-owned utilities and rural distribution cooperatives at least once per year.
	4. Develops individual rate comparisons for member customers and potential customers as requested.
14. Weighted Vote
	1. Update and maintain the Weighted Voting Analysis each year.
15. Special Projects
	1. Other activities as assigned

**EDUCATION AND EXPERIENCE:**

1. Bachelor’s Degree in economics, engineering, or related field.
2. Master of Business Administration preferred.
3. Registered Professional Engineer preferred.
4. Ten years of experience in power supply planning, rates, and load forecasting.
5. Travel is periodically required.

**REPORTS TO**: President and CEO

**SUPERVISES:** Planning and Rate Engineer/Analyst

*This job description does not constitute an employment agreement between the employer and employee.*