



D&E Business Operations & Budget Manager

Job Code	20000081	Job Family	Business & Operations Analysis	Professional / Knowledge Worker	
Department	Distribution & Engineering Svc	Reports to	AGM Distribution & Engineering	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2057	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Manages the development, implementation, coordination and administration of capital, operations and maintenance budgets for the Division. Provides expertise on all aspects of the planning, organization, scheduling and support functions of financial budget methods consistent with the District's mission, goals, and values. Develops, implements, and improves work processes in the applications of financial budget and outage service restoration. Provides leadership for major projects such as major storm coordination, and annual District budget and financial planning.

Accountabilities

Accountability #1

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by creating a positive safety culture, a culture where all employees feel respected valued and cared for and similar responsibilities.

Accountability #2

Demonstrate continual improvement that delivers outstanding value to our customers by helping to foster a culture of continuous improvement and customer centricity, cooperating with other District departments to ensure coordinated work efforts, and similar responsibilities.

Accountability #3

Deliver exceptional value focused on resource planning by ensuring evaluation and tracking of staffing needs and FTE's of the D&E Services Department and makes recommendations to the AGM of Distribution and Engineering Services for increases and/or decreases in staffing levels as it pertains to the overall D&E budget, and similar responsibilities.

Accountability #4

Achieve the highest level of employee and community trust in how the District manages operational excellence by ensuring the development, implementation and administration of District policies and procedures to assure that all applicable actions of the department receive a thorough review relative to their business impacts and similar responsibilities.

Accountability #5

Ensures development and monitoring of the D&E Department's budget and work prioritization. Ensures

communication to other departments and programs variables affecting their budgets, and similar responsibilities.

Accountability #6

Achieve the highest level of employee and community trust in how the District manages District resources by leading the planning, organization, and management of the Division’s financial resources. Ensures timely and accurate reporting to the Division’s Leadership Team and similar responsibilities.

Accountability #7

Demonstrate outstanding value relative to cost to our customers by providing leadership, directs and coordinates annual storm preparation and training; manages storm funds, OSS and Time Management functions ensuring compliance with appropriate District Directives. Ensures periodic storm updates and final storm summary are published; maintains historical storm records, and similar responsibilities.

Accountability #8

Deliver exceptional value to our customers through continual improvement and innovation by ensuring the development and execution of training to Division staff on budget processes, including troubleshooting reports, ensuring adherence to the FERC accounting system and District engineering and construction practices and standards and other similar responsibilities .and similar responsibilities.

Accountability #9

Deliver exceptional value to our customers through fiscally responsible planning and management by ensuring effective management and coordination of division budget/fiscal responsibilities are provided to the D&E Sr. Manager leadership team, which D&E Services Business Manager is a member of, and other similar responsibilities.

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Business Administration, Accounting, Finance or related field, AND
Four (4) years progressively more responsible experience in financial planning, budgeting, or
project management;

OR

Eight (8) years progressively more responsible experience in financial planning, budgeting, or
project management.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Valid Washington State Driver's License.

Preferred License(s) and/or Certification(s):

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Principles, practices, and philosophies of project management and control.
Complex financial software and its applications in the engineering and construction areas.
Computer applications including word processing, spreadsheets and databases.
Knowledge of FERC accounting process.
Standard industry database systems.
Engineering and construction practices.
Problem identification and analysis techniques.
Research and analysis techniques.

Leadership methodologies and decision making processes.
Cost benefits analysis techniques.
Management philosophies, methods, and procedures, organizational structures, accounting, budget preparation techniques and practices.
Executive management presentation and communication techniques.
Communicate and work effectively with all levels in the organization, outside agencies, and the public.
Perform complex financial calculations including use of databases to query necessary information.
Plan, organize and manage timely completion of projects.
Manage confidential and sensitive information appropriately.
Use independent and discretionary judgment.
Use personal computer and associated software.
Use project management tools and documentation to maintain accurate records.
Coordinate a variety of complex tasks and assignments simultaneously.
Coordinate development and modification of projects.
Learn, interpret and apply District policies, procedures and directives.
Work in a fast-paced, changing environment.
Work effectively as a team member.
Resolve conflict in a complex organization.

Preferred Skills and Abilities:

Leadership and change management skills and experience.

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials

- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Constant (67-100%)

Use distance vision	Occasional (11-33%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Occasional (11-33%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Occasional (11-33%)
Work alone	Constant (67-100%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)

Comprehension

	Frequency
Read and carry out simple instructions	Occasional (11-33%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Frequent (34-66%)

Reasoning

	Frequency
Read and interpret data	Occasional (11-33%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Occasional (11-33%)

Organization

	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Occasional (11-33%)

Resilience

	Frequency
Work under pressure	Frequent (34-66%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Seldom (1-10%)
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Frequently - 1x month 6-12 times a year 1-2 calls per shift can be expected

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.