Position Title: Scheduling Assistant, Scheduler I, or Scheduler II
Department/Location: Marketing and Asset Management; Bismarck
Company: Basin Electric Power Cooperative

Position Purpose:
Scheduling Assistant: This position provides assistance and support to the Marketing and Asset Management personnel. The incumbent performs daily tasks with data entry, problem solving and reconciliation, scheduling support, reporting and trade capture, and tagging assistance. This position is identified as a Critical Infrastructure Protection (CIP) related position, which may involve physical and/or logical access to Bulk Electric System (BES) cyber-related assets or systems.

Scheduler I: Under the guidance of more experienced staff, this position will pre-schedule power transactions and natural gas schedules in accordance to the Risk Management Policy. In addition, this position is responsible for reporting schedules as appropriate to North American Electric Reliability Corporation (NERC) functional entities and internal Financial Services. The incumbent has significant interaction with a number of internal and external clients, including Trading, Real-Time Trading, Marketing and Financial Analytics, Remote Operations, Financial Services, and counterparties. The incumbent is responsible for the development of the power and natural gas schedule procedures. This position is identified as a Critical Infrastructure Protection (CIP) related position, which may allow physical and/or logical access to Bulk Electric System (BES) cyber related assets or systems.

Scheduler II: This position will independently pre-schedule power transactions and natural gas schedules in accordance to the Risk Management Policy. In addition, this position is responsible for reporting schedules, as appropriate to North American Electric Reliability Corporation (NERC), functional entities, and internal Financial Services. The incumbent has significant interaction required with a number of internal and external clients, including Trading, Real-Time Trading, Marketing and Financial Analytics, Remote Operations, Financial Services, and counterparties. The incumbent is responsible for the development of the power and natural gas schedule procedures, and is also required to participate in special projects, including system configuration changes, as requested. This position acts as a checks and balances for the scheduling function prior to schedules being sent to the Real Time desk. This position is identified as a Critical Infrastructure Protection (CIP) related position, which may allow physical and/or logical access to Bulk Electric System (BES) cyber related assets or systems.

Qualifications:
Scheduling Assistant: To perform effectively in this position, the incumbent must have knowledge of business practices, procedures, and a technical knowledge in a wide range of business functions acquired through the completion of a two-year degree in business administration, accounting, economics, mathematics, statistics, computer science, management information systems, an Engineering Accreditation Commission/Accreditation Board for Engineering Technology (EAC/ABET) accredited engineering program, or a related discipline. This position also requires strong analytic and problem solving skills, extensive personal computer skills, experience with computer information systems, and a good working knowledge of relational database concepts. The ability to demonstrate excellent verbal and written communication skills is required. This position requires working evenings and weekends, as necessary.
Scheduling Assistant, Scheduler I, or Scheduler II (Continued)

**Qualifications:** (Continued)

**Scheduler I:** To perform effectively in this position, the incumbent must have a basic knowledge of business practices and procedures and a technical knowledge in a wide range of business functions. Additionally, the incumbent must have an understanding of power generation, transmission systems, control area operations, and marketing pools. This is acquired through the completion of a four-year degree in Business Administration, Economics, Mathematics, Computer Science, an Engineering Accreditation Commission/Accreditation Board for Engineering and Technology (EAC/ABET) accredited engineering program; or a two-year degree in Business, Economics, Mathematics, Computer Science, an Engineering Accreditation Commission/Accreditation Board for Engineering Technology (EAC/ABET) accredited engineering program, or a related discipline and two years of related business experience in the support of trading or marketing a physical commodity; or a high school diploma or equivalent (GED or HSED) and four years of related business experience in the support of trading or marketing a physical commodity. The incumbent must be able to demonstrate excellent written and verbal communication skills, and must be proficient with personal computers and Microsoft Office. This position requires working evenings and weekends, as necessary.

**Scheduler II:** To perform effectively in this position, the incumbent must have a basic knowledge of business practices and procedures and a technical knowledge in a wide range of business functions. Additionally, the incumbent must have an understanding of power generation, transmission systems, control area operations, and marketing pools. This is acquired through the completion of a four-year degree in Business Administration, Economics, Mathematics, Computer Science, an Engineering Accreditation Commission/Accreditation Board for Engineering and Technology (EAC/ABET) accredited engineering program, or related discipline and two years of related business experience in the support of trading or marketing a physical commodity; or a two-year degree in Business, Economics, Mathematics, Computer Science, an Engineering Accreditation Commission/Accreditation Board for Engineering Technology (EAC/ABET) accredited engineering program and four years of related business experience in the support of trading or marketing a physical commodity; or a high school diploma or equivalent (GED or HSED) and six years of related business experience in the support of trading or marketing a physical commodity. The incumbent must be able to demonstrate excellent written and verbal communication skills, and must be proficient with personal computers and Microsoft Office. This position requires working evenings and weekends, as necessary.

**Typical Physical/Mental/Environmental Demands:**
This position requires frequent sitting and standing/walking; and occasional reaching below and above shoulder level, use of keyboard/computer, bending, kneeling, lifting/carrying up to 10 pounds, and pushing/pulling up to 20 pounds. It also requires finger dexterity and hand coordination. This position requires good hearing and vision, and the ability to speak. It also requires the ability to develop plans, procedures and goals; present information to others; and work under stress to complete projects within deadlines.

Applicants interested in this opening should go to [https://www.basinelectric.com](https://www.basinelectric.com) to apply.
Employees must apply through Inside Basin, by clicking "We Are Hiring" and sign into the Infor Application.
If you have any questions, please contact VICKIE M. VOLK at 701-557-5402.

Equal Opportunity Employer of Minorities, Females, Protected Veterans, Individuals with Disabilities, Sexual Orientation, and Gender Identity.