



Community Choice Energy Program Manager



Background:

Desert Community Energy (DCE) is a joint powers authority formed by the cities of Palm Springs, Palm Desert and Cathedral City as a public agency to operate a Community Choice Energy program within its service territory. DCE's purpose is to allow participating local governments to pool the electricity demands of their communities and offer cleaner and more locally produced electricity, demand reduction, economic investment, and competitive rates for residents, businesses, and municipal facilities in the participating jurisdictions.

DCE is locally controlled by a board of elected representatives and funded through program revenues; its budget is completely separate from the general funds of participating local governments. The Coachella Valley Association of Governments (CVAG) is under contract to DCE to provide administrative and operational staff. Desert Community Energy will be staffed by a combination of CVAG staff and contract support to perform the required functions of the agency. This position will be a CVAG staff position to support Desert Community Energy.

Position Summary:

The Program Manager will report to the Executive Director of the Coachella Valley Association of Governments. The Program Manager will coordinate implementation and operation of DCE's Community Choice program, building it into an innovative enterprise that benefits its residents and businesses. The Program Manager will have responsibility over some or all of the following functional areas: power procurement, integrated resource planning, energy infrastructure development, internal operations, marketing, customer service, community stakeholder relations, finance, and regulatory and legislative affairs. The Program Manager will work with numerous stakeholders including city residents, businesses and labor representatives, community groups, government officials, other CCA programs, regulatory bodies, and energy and utility experts.

Essential Duties and Responsibilities:

The Program Manager will coordinate the daily operations of DCE, support the Board of Directors in setting the strategic direction of the Agency, and performs related duties as assigned by the Executive Director:

Agency Administration and Management

- Works with CVAG Executive Director to plan, organize, direct and evaluate the activities of Agency staff and the establishment of employment policies and procedures. Selects and trains professional and management staff; assigns and reviews work of staff and consultants; establishes employee performance standards; trains and counsels employees; takes or approves disciplinary actions

- Negotiates and administers Agency contracts with consultants or contractors
- Develops agreements, methods and procedures to implement, administer and evaluate the DCE's programs; directs the preparation, review and approval of technical reports and proposals, oversees and directs regulatory compliance reviews and analyzes performance outcome measures to determine program effectiveness; develops process improvement plans and strategies to enhance service delivery; reviews project metrics and related records in order to assess the progress of key initiatives and to assure effectiveness and compliance.
- Administers an annual operating budget anticipated to be approximately \$90 Million; maintains Agency fiscal policies including operating reserves and debt/credit limits; monitors Agency debt and works with Treasurer and Accounting/Finance Manager to oversee financing of Agency operations and projects, establishment of accounting systems and procedures to efficiently and accurately monitor income sources and expenses, provide internal accounting controls and financial reports; oversees annual independent audit for DCE.
- Develops and implements data and management information systems in order to track, plan, and analyze various DCE programs, customer relationship management, grid-related data systems, power procurement and development, and program performance.

Program Development

- Plans and recommends program and policy direction for DCE that implements various Board approved documents including but not limited to: DCE's Joint Powers Agreement, DCE's Implementation Plan, Utility Service Agreement, and Integrated Resource Plan(s).
- Coordinates program planning with jurisdictions participating in DCE, other relevant jurisdictions, federal funding agencies and community and business groups; stays abreast of community, social, and political issues and their relevance to and impact upon DCE's programs;
- Researches, identifies, develops and negotiates public and private funding opportunities in order to support Agency goals and programs;
- Identifies grant funding opportunities and submits grant applications for funding; issues directives related to fund distribution, and policy and procedural constraints of grant requirements

Collaboration and Community Engagement

- Coordinates the implementation of a community engagement program to inform and get feedback from the public about operations, services, programs, goals and objectives;
- Coordinates the work of community engagement consultant team;
- Provides consultation to individuals, citizen groups, business organizations, consultants and governmental agencies on all matters related to DCE operations.

Policy and Regulatory Advocacy

- Analyzes the impact of newly-enacted state and federal legislation and regulatory decisions on DCE policies and operations; addresses legislative and regulatory bodies to influence or persuade them to take supportive actions related to protecting and advancing DCE program goals; makes recommendations and decisions regarding DCE legislative and regulatory positions; tracks, reviews and critiques CPUC proceedings, rulemakings and proposed legislation, initiates studies of technical problems and recommends necessary actions
- Represents DCE at governmental hearings, in front of administrative bodies, and at public meetings

Minimum Qualifications:

The following qualifications and skills will be considered in the selection process:

- Strong leadership, decision-making and executive level management skills; must be knowledgeable about California energy markets.
- Ability to design and implement programs that enhance the DCE jurisdictions' economic and environmental health, including local renewable energy facilities, local energy programs, energy efficiency and demand management programs, and adoption of cost-effective energy technologies.
- Experience tracking, engaging in and responding to community and industry developments, anticipating and addressing challenges, and seizing emerging opportunities.
- Experience building and managing a multidisciplinary team of staff and contractors with expertise in the operational aspects of power procurement and power planning, regulatory and legislative affairs, the economics of retail and wholesale electricity markets, renewable power development, emerging technological advances in the energy industry, and state and federal compliance requirements and procedures.
- Experience working with external stakeholder groups including labor unions, energy services and power suppliers, local advocacy organizations, the California Public Utilities Commission (CPUC) and investor owned utilities, including but not limited to Southern California Edison.
- A continual record of career advancement with quantifiable successes that include executive management of multiple functions within a utility or related organization and a track record of successful board management and relationships.

Education

Requires a bachelor's degree from an accredited university, in fields of study which provide the necessary knowledge and abilities for the position such as: degree with emphasis in energy, environment, engineering, natural sciences, public administration, public policy, business administration, economics, finance or a closely related field. A Master's Degree is desirable but not required commensurate with experience.

Experience

Any combination of experience and training that complement and expand competencies beyond educational credentials such as ten years of full-time administration/senior management experience supervising professional staff and contractors, including specific experience in energy management, financial, program and organizational operations, analysis and planning. Experience launching and managing a complex organization with a Board of Directors, 4 to 10 employees, and an annual budget approximating \$90 million is highly desirable.

Knowledge Of:

- Energy principles, California energy market functions, and electric generation procurement, development and service delivery functions;
- Current issues in demand-side management, renewable energy, distributed generation, climate change, and energy policy;
- Municipal operations and public agency protocols including board and governance management, public procurement procedures, and the Brown Act;
- Programs, functions and operations of investor-owned utilities, California Independent System Operator, California Energy Commission, California Air Resources Board, and the California Public Utility Commission

Ability To:

- Lead long-range strategic and fiscal planning for Agency development and program design process, including needs assessments, project design, proposal development, budgeting, marketing strategy, customer relations, and the evaluation components of each
- Identify and direct grant opportunities and negotiate complex contracts
- Prepare, administer, and monitor program budgets to meet contractual and statutory requirements
- Provide program management guidance for staff and the public
- Assure compliance with program goals, policies and procedures and lead a continuous improvement process
- Implement risk management policies and contingency plans to address changing program needs
- Coordinate the preparation of professional reports as required by the DCE Board, funding agencies and other interested parties
- Handle multiple projects simultaneously within stringent time constraints
- Manage staff and contractors to ensure that deliverables are received within contracted time, quality, quantity and cost requirements
- Exercise discretion and independent judgment
- Maintain a good working relationship with members of the Board and Committees, DCE staff, external stakeholders, contractors and clients

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 15 pounds. DCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the Executive Director and a safe driving record.

Classification: 2

Location and Compensation

This position will be based in the offices of the Coachella Valley Association of Governments in Palm Desert. The position will be a full-time salaried employee of CVAG.

The position and salary are negotiable depending upon an individual's qualifications and experience. The starting salary for this position will range from \$80,443 to \$114,921. A competitive benefits package will also be offered.

Application Process:

The application can be found at www.cvag.org. The application deadline is June 1, 2018; however, it will remain open until position is filled. To be considered for this position, please submit a cover letter, CVAG application, detailed resume, and three professional references. Please refer to the CVAG website for application instructions.