



DATE: OCTOBER 2024  
FLSA: Exempt

## Director of Energy and Sustainability

### **POSITION OVERVIEW**

Under administrative direction from the Executive Director or other executive level staff plans, organizes, manages, and provides direction and oversight for all regional energy and sustainability programs to promote energy efficiency, air quality, recycling, water conservation, green energy, and other initiatives; establishes collaborative relationships with partner agencies, member agencies, the community, industry partners, and regulatory agencies, to implement Desert Community Energy (DCE), and Inland Regional Energy Network (I-REN) programs to provide energy efficiency services locally; and addresses regional challenges, issues, and concerns to help transition to a clean economy, promote reliable electricity sources and to reduce energy use effectively; and performs related duties as assigned.

### **JOB DUTIES**

*In addition to the job duties outlined in the **Director** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Manages the design and implementation of climate action, energy, and sustainability projects, programs, and strategies such as, but not limited to, energy procurement, renewable/carbon free energy planning, transportation electrification, water conservation, and recycling programs; establishes and maintains public/private partnerships for positive long-term sustainability within Coachella Valley.
- Negotiates agreements, credit agreements, contracts with vendors, and other agreements with partner agencies.
- Applies for and administers various federal, state, and local grants and funding opportunities; monitors and prepares reports to ensure compliance with grant and funding agency requirements; tracks and monitors performance metrics and expenditures.
- Coordinates with other Community Choice Energy agencies statewide, state agencies, attorneys, and consultants.
- Establishes and maintains collaborative relationships and coordinates with partner agencies including regulatory agencies, utilities, community partners, I-REN partners Western Riverside Council of Governments and San Bernardino Council of Governments, and California Community Choice Association (CalCCA).
- Oversees regional coordination to address the future of electricity in the eastern Coachella Valley, including maintaining strong relationships with Imperial Irrigation District and other stakeholder agencies.
- Provides staff support to various boards and/or committees, including coordinating preparation of staff reports and agenda packets, providing policy updates, and assisting the Executive Director or other executive staff when required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Current issues in renewable energy, battery storage, energy efficiency, greenhouse gas emissions, renewable energy, climate change, sustainability, and other energy initiatives.
- Energy principles, California energy market functions, and electric generation procurement, development, and service delivery functions.
- Principles, practices, and funding sources for planning and implementing energy and sustainability programs and projects through community participation.
- Community choice energy programs, regulations, and accomplishments.

### **Ability to:**

- Design and implement climate action, energy, and sustainability projects, programs, and strategies.
- Develop and maintain cooperative working relationships with multiple partners and stakeholders including local, state, and federal agencies.

### **Minimum Qualifications**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with coursework in public or business administration, environmental studies, planning, or a related field and seven (7) years of increasingly responsible environmental, waste reduction, or sustainability program development and/or project management experience.

### **Licenses and Certifications:**

- Possession of an appropriate valid driver's license to be maintained throughout employment.