



DATE: APRIL 2024
FLSA: Exempt

Program Manager – DCE / I-REN

POSITION OVERVIEW

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of CVAG's regional energy, environmental, and sustainability programs, with a focus on implementing the Inland Regional Energy Network (I-REN); designs and implements energy efficiency, air quality, recycling, water conservation, green energy, and other initiatives; researches, identifies, and applies for funding opportunities; develops and implements strategies for creating and maintaining collaborative relationships with member agencies, the community, industry partners, and regulatory agencies; and performs related duties as assigned.

JOB DUTIES

*In addition to the job duties outlined in the **Program Manager** 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.*

- Performs technical, analytical and operational functions of I-REN's energy efficiency programs including data collection, analysis, and reporting; evaluation of energy efficiency in buildings and infrastructure; benchmarking; and participation in utility programs.
- Monitors I-REN's overall programs and coordinates work with consultants on completion of program deliverables including reporting, coordination with member agency staff, and community stakeholders.
- Participates in the implementation of the I-REN Business Plan, related strategies as well as program goals, objectives, policies, procedures, and priorities.
- Designs and implements climate action, energy, and sustainability projects, programs, and strategies including maintaining public/private partnerships for positive long-term sustainability within Coachella Valley.
- Interface with regulatory agencies, independent utility operators, jurisdictional staff, and community stakeholders as part of the implementation of I-REN.
- Participates in public events and workshops and coordinates the Coachella Valley's participation in other energy efficiency, building, and code enforcement-related events.
- 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.
- Collaborates with member agencies, other government agencies, regulatory agencies, private and community organizations, and the public to ensure regional coordination and partnerships in providing program services, operations, policies, and procedures.
- Participates in local, regional, and statewide meetings and conferences to track various issues that may impact CVAG and I-REN programs.
- Coordinates the development of Requests for Proposals as necessary.

- Performs program deliverable reporting, including timely completion of invoicing and budgeting tasks.
- Researches and drafts staff reports and presentations for agency and I-REN meetings; presents the reports at agency and I-REN meetings.

QUALIFICATIONS

Knowledge of:

- Current issues in renewable energy, battery storage, energy efficiency, climate change, sustainability, and other energy initiatives.
- Applicable federal, state, and local laws; building energy efficiency standards; regulatory codes; ordinances; and procedures relevant to energy efficiency, climate change and other related energy initiatives.
- Principles, practices, and funding sources for planning and implementing energy and sustainability programs and projects through community participation.

Ability to:

- Design and implement climate action, energy, and sustainability projects, programs, and strategies.
- Provide program management and professional leadership for assigned programs.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

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 five (5) years of in environmental, waste reduction, or sustainability program development and/or project management.

Licenses and Certifications:

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