



DATE: MAY 2023  
FLSA: Exempt

## Program Manager - Energy and Sustainability

### **POSITION OVERVIEW**

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of CVAG's regional energy, environmental, and sustainability programs including Desert Community Energy (DCE) and 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.*

- Designs and implements climate action, energy, and sustainability projects, programs, and strategies such as, but not limited to, energy procurement, renewable/carbon free energy planning, and recycling programs; establishes and maintains public/private partnerships for positive long-term sustainability within Coachella Valley.
- 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.
- Addresses compliance requirements, including monitoring local, state, and federal regulations, policies, and legislation relevant to the agency.
- Coordinates with other Community Choice Energy agencies statewide, state agencies, attorneys, and consultants.
- Participates in local, regional, and statewide meetings to track various issues that may impact DCE programs.
- Works on energy procurement activities and renewable/carbon free energy planning, including evaluating procurement proposals
- Negotiates and administers contracts with DCE consultants and contractors.
- Coordinates work with community organizations and customers, including coordinating with DCE outreach team to develop strategies and implement plans for community outreach; and develops and maintains collaborative relationships with community stakeholders, neighborhood groups, and industry partners.
- Reviews, approves, and submits compliance filings; ensures compliance with federal, state, and local laws and regulations governing energy and sustainability programs.
- Researches and drafts staff reports and presentations for agency meetings; presents the reports at agency meetings.

## **QUALIFICATIONS**

### **Knowledge of:**

- California Public Resources Code and current issues in renewable energy, battery storage, energy efficiency, climate change, sustainability, and other energy initiatives.
- California Public Utilities Code and 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.

### **Ability to:**

- Design and implement climate action, energy, and sustainability projects, programs, and strategies.

### **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.