



Manager/Senior Manager – Power Resources Programs

General Class Description: Under general direction of a Director, a program or project Manager assists in planning, organizing, coordinating, and managing programs or activities of their associated department; provides professional assistance to staff; performs related work as assigned. This class has lead responsibility for planning and implementation for one or more programs or functional areas. A Manager is responsible for accomplishing program goals and objectives, and directs the day-to-day operations and activities of their designated program or functional area within a department. A Manager works with their Director to ensure consistent and efficient implementation of agency operational policies and long-term operational excellence. This position class is distinguished by complex and widely-scoped duties related to program and project management, subject-matter expertise, and may include supervisory responsibility. This position exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned, and in acting on behalf of the department Director.

Summary

The Power Resources Programs Manager works under the general direction of the Director of Power Resources and has responsibility for a range of matters related to RCEA's Community Choice Energy Program, which could include resource planning, analysis, and management of the utilities' energy supply portfolio and procurement efforts. The Power Resources Programs Manager works closely with RCEA's technical team including external service providers, the public, legislative and regulatory agencies, project developers, brokers, and consultants on specific programs and projects. Responsibilities may include research and due diligence with respect to potential power supply opportunities, assisting with negotiation and administering power purchase agreements, monitoring contractor performance and resolving disputes, validating invoices, identifying issues, and monitoring compliance. The Power Resources Programs Manager assists with the preparation of certain regulatory compliance reports focused on resource procurement, climate impacts, annual greenhouse gas inventory and emissions reporting, and preparation of informational material for the RCEA Board and public regarding power supply resource allocations. The Power Resources Programs Manager has knowledge of wholesale power procurement, power retail management, energy-related technologies, local and state energy policy and goals, and intermediate to advanced project management and coordination skills.

Essential Functions and Responsibilities

Duties are illustrative and may vary. Other duties may be assigned.

- Serve in a lead role for the development and implementation of one or more core functions of RCEA's community choice energy program, including power procurement, power portfolio management, rate-setting, renewable energy resource development, and customer programs.
- Work closely with other staff to prepare agency operation-related documents and manage day-to-day activities of resulting implementation plans.
- Establish and maintain relationships with appropriate agencies, consultants, professional groups and programs.
- Assist in preparation and updates of reports of wholesale energy products and resource planning studies to yield a portfolio of supply resources to best meet the agency's needs.
- Administer RFP processes and the assessment of unsolicited proposals for electric power supply.
- Support and participate in interactions with power developers and brokers during pre-contract discussions, contract negotiations and Board discussion.

- Manage performance auditing and monitoring for RCEA community choice energy program contracts.
- Manage the administration of RCEA's various renewable energy certificate accounts within the Western Renewable Energy Information System (WREGIS).
- Prepare compliance reports and materials related to RCEA power supply, including those required by the California Independent Systems Operator (CAISO), California Public Utilities Commission (CPUC), California Energy Commission (CEC), and the Department of Energy (DOE).
- Prepare materials for the RCEA Board and its Committees as well as RCEA staff to facilitate policy discussions related to procurement and resource planning.
- Manage the development and implementation of one or more energy programs such as a feed-in tariff.
- Assist with efforts to accelerate local renewable energy development.
- Support the integration of demand-side management programs with power portfolio planning.
- Keep abreast of developments in energy resource planning processes and technologies and seek out new technologies from public or private sources.

Minimum Qualifications

Experience/Education:

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:

- Education or experience equivalent to a bachelor's degree or greater in energy management, engineering, finance, environmental sciences, or a closely related field
- A minimum 5 years (7 years for Senior Manager designation) of increasingly responsible project management experience at an electric utility, municipal utility, a community choice aggregator, or in a closely related field (public sector experience is strongly desired).

Knowledge of:

- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy, such as wind, biomass, geothermal, solar, concentrating solar, and hydroelectric.
- Power procurement processes and use of renewable energy certificates to support mandatory and voluntary compliance programs.
- The CAISO settlement process.
- California's Renewables Portfolio Standard, Power Content Label and Power Source Disclosure program.
- Power scheduling.
- Power purchase agreement structures, general terms and conditions and basic requirements.
- Principles and practices of customer energy management including solar and other renewable technologies, demand management, and energy conservation.
- The WREGIS.
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC).
- Above average working knowledge of current business software programs, including MS Office, and other analysis, program, and budget tracking tools.

Ability to:

- Take responsibility and work independently, as well as coordinate collaborative efforts and achieve work goals with other staff.
- Convey complex information in a simple and understandable manner.

- Provide accurate, timely, and meaningful progress updates.
- Prepare high quality research, reports, and request for proposals.
- Perform quantitative data and statistical analysis (including Levelized Cost of Service and Net Present Value) and effectively communicate results to others.
- Effectively interpret and apply contract language and commercial agreements.
- Evaluate contractor performance and potential project opportunities, and project siting, permitting and interconnection issues.
- Exercise sound judgment, creative problem solving, effective dispute resolution, and commercial awareness.
- Establish and maintain effective working relationships with persons encountered during the performance of duties, including contactors, developers and power brokers, commercial partners, RCEA staff team and the RCEA Board Directors.
- Understand, anticipate, and appreciate customer needs and concerns.
- Provide excellent customer service and communicate clearly and effectively with customers.
- Identify and solve problems effectively and expeditiously.
- Direct, supervise and coordinate the work of assigned staff.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast paced dynamic environment.
- Work well under pressure.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, teamwork and commitment to superior service and performance.
- Communicate effectively verbally, in writing, and through presentations.

Working Conditions and Essential Requirements

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 and other office equipment. 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. RCEA will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request. Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation and a safe driving record is required.

Preferred Qualifications

- Master's degree in a related field.
- Knowledge of RCEA programs.
- Prior experience working with public agencies and/or public utilities.
- Knowledge of public agency contracting and grant management and public agency governance procedure.
- Experience working with organizations involved with projects and programs in the areas of environmental and economic development,
- Experience working in an entrepreneurial context.

THE REDWOOD COAST ENERGY AUTHORITY IS COMMITTED TO A DIVERSE WORKFORCE AND IS AN EQUAL OPPORTUNITY EMPLOYER. RCEA MAINTAINS AND PROMOTES A POLICY OF NONDISCRIMINATION AND NONHARASSMENT ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AND NATIONAL ORIGIN OR GENETIC CHARACTERISTIC.