



Director – Demand Side Management

General Class Description: Under general direction of the Executive Director a Director plans, organizes, coordinates, and directs the programs or activities of the associated department; provides expert professional guidance to staff of department; performs related work as assigned. This class has department-head level responsibility for overall policy development, program planning, fiscal management, administration, and operation of the departmental functions and various support services. A Department Director is responsible for accomplishing departmental goals and objectives, supervising staff, administering the department's annual budget, and directing the day-to-day operations and activities of the department. A Director works with Executive Director and other Directors 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 with major financial or operational impact on key business processes. 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 Executive Director.

Summary

The Director of Demand Side Management works under the general direction of the Executive Director and has responsibility for a wide range of matters to support RCEA's Demand Side Management (DSM) functions, including planning and leading the implementation of energy efficiency and distributed renewable energy initiatives and programs. This includes managing the planning, staffing, and oversight of RCEA's DSM team. The position requires knowledge of department-level operations and budget management, vendor and contract management, investor-owned utility, state, and federal energy programs, local, state and federal energy policy, public agency governance, and supervision best practices.

Essential Functions and Responsibilities

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

- Plan, develop, and oversee implementation of agency DSM functions, policies, and procedures, including energy efficiency and distributed renewable energy program strategy and initiatives.
- Ensure quality service delivery and achievement of programmatic goals and objectives.
- Evaluate new program offerings, coordinate with external stakeholders, assist in negotiating contracts, and participate in local and state DSM policy and strategy.
- Coordinate with department staff to manage the budget, identify support needs, and manage resources.
- Work as part of a senior management team to establish inter-departmental processes to support efficient office and business functions; review and evaluate existing processes and identify departmental needs.
- Work closely with other department directors to prepare agency operation-related documents for Board review, and manage resulting implementation plans.
- Establish and maintain relationships with appropriate agencies, consultants, professional groups and programs associated with RCEA management and operations.
- Develop, write, and present staff reports and recommendations to the Board.

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 equal to a bachelor's or master's degree in energy management, engineering, environmental sciences, or a closely related field.
- A minimum of eight (8) years of progressively responsible experience in demand side energy management (public sector experience is strongly desired).

Knowledge of:

- Technical and administrative principles and methods of energy management and distributed renewable energy generation.
- Local, state, and federal energy initiatives and goals.
- Management techniques to train and supervise employees and implement employment policies.
- Above average working knowledge of current business software programs, including Microsoft Office and other program and budget tracking tools.
- Public agency contracting and grant management.
- Public agency governance procedures.

Ability to:

- Plan, organize and manage all aspects of DSM functions, including strategic and fiscal planning, proposal and budget development, resource allocation, portfolio development, compliance with department goals, policies, and procedures, program evaluation, and contingency planning.
- Analyze complex and dynamic contracts and statutory requirements.
- Represent, uphold, and communicate RCEA administrative policies and procedures to internal staff, the Board of Directors and external parties and vendors.
- Develop and manage complex budget and financing strategies.
- Promote effective and positive working relationships among employees.
- Identify complex problems, develop and implement solutions.
- Effectively 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.
- 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.