Deputy Executive Director

The Redwood Coast Energy Authority (RCEA) seeks a talented administrator to oversee many of RCEA's internal functions including human resources, risk management (including workers compensation and employee safety), information technology, records management, and general internal administration and operations. This newly-created position will direct the day-to-day operations of the Executive Director's Office and lead the management of the organization’s general administration budget. While a dedication to RCEA’s mission and programs is essential, experience in the energy sector is not required. The Deputy Executive Director will represent the Executive Director’s Office at meetings and conferences, and serve as a liaison between departments, external organizations, the general public and other agencies relative to the goals, actions, and activities of RCEA.

RCEA is a joint powers agency located in Eureka, in beautiful Humboldt County, California. RCEA was formed by the County of Humboldt and cities within the county to create a local government organization devoted to developing and implementing sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient, and renewable resources available in the region.
Over 250 miles north of San Francisco on the Pacific Coast lives a vibrant community. The forces that shape life here go far beyond the towering redwoods, rugged coastline, and clean rivers. We share a passion for our environment and many here are focused on sustainability and resiliency to protect it for generations to come.

Humboldt County attracts resourceful individuals who enjoy a work/life balance that includes art, music, food, festivals, parks, gardens, hiking and biking trails, water sports, volunteer opportunities, family activities, and much more. Our region is also home to 20 Native American Tribal Nations and Lands, among which are the country’s most populous and culturally significant ancestral lands.

Eureka, the largest coastal city between San Francisco and Portland, is the county seat and home of the Redwood Coast Energy Authority.

RCEA has been implementing energy efficiency and demand reduction programs since 2004. Programs have ranged from marketing, outreach and educational efforts to implementing regional programs and the direct installation of energy saving devices. RCEA’s website (www.RedwoodEnergy.org) reflects the comprehensive services provided. RCEA has worked with and will likely continue to partner with Pacific Gas and Electric Company to support and leverage regional and statewide energy saving program resources.

In 2017 RCEA launched its Community Choice Energy (CCE) program to procure electricity for Humboldt County residents and businesses. The CCE program provides funding for local programs identified by our community for our community. Areas of focus include: energy efficiency, fuel substitution, energy conservation, solar and energy storage, electric vehicles, and charging infrastructure.

RCEA frequently collaborates with the Schatz Energy Research Center, an internationally-renowned facility at nearby Humboldt State University, on diverse ventures including microgrid development, community energy planning and energy efficiency services.
The Ideal Candidate

The Deputy Executive Director role is focused on maintaining and improving RCEA's internal operations, including cross-departmental functions. Specific activities will include:

- Plan, supervise, and direct the day-to-day operations of the Executive Director’s Office department, including Human Resources, Clerk of the Board and records-management functions, information technology, and risk management.
- Lead the development and management of the organization’s general administration budget; prepare forecasts of necessary funds for staffing, services, materials, and supplies; monitor and approve expenditures; discuss and resolve budget issues with appropriate staff; implement adjustments as necessary.
- Develop and administer RCEA human resources rules, policies, and procedures, and consult with department heads and the Executive Director relative to employee relations, policy development, and human resources issues.
- Direct and coordinate the administration of the compensation program, recruitment and selection processes, employee relations and benefits, training, and employee performance management and evaluation programs.
- Oversee and supervise agency business systems operations, including information technology services, data security, communications systems, and office equipment.
- Oversee and manage maintenance, repair, and expansion of physical buildings or properties to ensure that the functionality of the built environment effectively integrates staff with systems, place, process, and technology.
- Direct and coordinate RCEA’s risk management, workers’ compensation, and employee safety programs, including coordination and liaison with RCEA’s insurance providers on insurance claims.
- Meet with management staff to identify and resolve problems, coordinate projects and programmatic areas of responsibility.
- Develop and/or assist in the implementation of new programs or enhancements to existing programs, and in operation analysis and recommendations for organizational structure.

Candidates with any of the following experience are encouraged to apply:

- Human resources administration, especially in a public agency; staff supervision, including evaluation of work methods and procedures; municipal budget development and management; supervision of technical and administrative operation of IT functions, data management and security; records management, including California Public Records Act (CPRA) regulations; organization of California Joint Powers Authority (JPA) government agencies, their functions and processes.

Candidates with the following characteristics may excel in this role:

- Willingness to play multiple roles within a small, interdependent team; dedication to community service; easily adaptability to change; sociable; a fast learner who is goal-driven and project-oriented.

Vaccination requirement:

Due to the close contact this role will have with RCEA staff in the office setting, documentation of vaccination against the coronavirus is a condition of employment. Applicants who seek reasonable accommodation for this requirement, based on medical condition or sincerely held religious belief should contact RCEA's Human Resources staff at hr@redwoodenergy.org or 707 269-1700.
Retirement:
- RCEA contributes an amount equal to 4% of employees’ gross salary to a 457(b) deferred compensation plan and also matches up to 3% of employee voluntary contributions.

Insurance:
Employer-paid health, vision, and dental insurance is available for eligible employees and their qualified dependents.
RCEA will pay 100% of the monthly premiums for eligible employees, and 50% of the monthly premiums for their dependents.

Paid Time Off:
- 10 days of vacation per year; increases with time in service.
- 14 holidays per year, including 3 floating holidays.
- 8 hours sick leave per month.

In addition, RCEA provides for bereavement and parental/family leave, plus compensation for time served on a Humboldt County jury.

Salary
$112,165.74-$140,430.39 per year full time, dependent upon qualifications, plus RCEA standard benefits package.

Apply
Applicants must submit an RCEA Employment Application, resume and cover letter to hr@redwoodenergy.org, Attn: Matthew Marshall. Incomplete application packages are subject to immediate disqualification. Please include position #264 in your cover letter and in the subject line if you submit your application by email. Applications are available at www.redwoodenergy.org.

Compensation

633 3rd St., Eureka CA 95501   (707) 269-1700   hr@RedwoodEnergy.org