



Executive Director

General Class Description: Under the delegated authority of the RCEA Board of Directors, the Executive Director oversees all the functions and activities of the organization and provides expert professional guidance to staff and the Board of Directors. The Executive Director works with the Board of Directors and staff to ensure consistent and efficient implementation of agency operational policies and long-term operational excellence. This position class is distinguished by organization-level responsibility, and complex and widely scoped duties with major financial and 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 Board of Directors.

Summary

The Executive Director works under the general direction and delegated authority of the Redwood Coast Energy Authority (RCEA) Board of Directors and is responsible for strategic leadership of the organization, including management of power supply planning and procurement, finance and rates, local energy and decarbonization programs, energy services and customer relations, strategic development, administrative services, and regulatory and legislative affairs. The Executive Director represents RCEA on a variety of boards, committees, and commissions, and in public hearings and meetings. Additionally, the Executive Director provides frequent communication and maintains positive relationships with RCEA's member agencies, customers, private businesses, regulatory agencies including the California Public Utilities Commission (CPUC), California Energy Commission (CEC), California Independent System Operator (CAISO), California Air Resources Board (CARB), California Community Choice Association (CalCCA), Pacific Gas & Electric company and other IOUs, and other key stakeholders

The position requires deep knowledge of the energy field, core programs, and public agency governance, as well as operations and business plans for the Redwood Coast Energy Authority and management of an organization of approximately 40 people.

Essential Functions and Responsibilities

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

- Provide leadership in support of RCEA's mission.
- Foster a collaborative, customer-focused, continuous-learning, and high-performance culture within all departments and all employees of the agency.
- Lead the ongoing implementation of RCEA's Racial Justice Plan and actively champion and support justice, equity, diversity and inclusion efforts across the organization.
- Proactively develop a variety of communication methods with individual Board members and the Board as a whole, ensuring the Board is oriented, educated and up-to-speed with various issues so they can set policy for the organization and carry out their responsibilities efficiently and effectively.
- Oversee implementation of the Humboldt County Comprehensive Action Plan for Energy (CAPE).
- Understand the complex California energy industry and all its nuances.
- Develop risk management strategies, policies, and contingency plans to address changing needs.
- Establish and maintain close contact with member agency representatives, including City Managers, Council members, Supervisors, and others to achieve the objectives of RCEA.
- Collaborate with external partners and stakeholders, regulators, public and investor-owned utilities, energy services and power suppliers and local advocacy organizations.

- Use external presence and relationships to garner new opportunities, build partnerships in new markets, and communicate new initiatives, program updates, and program results.
- Perform strategic planning and development of work plans.
- Analyze complex employment situations, assess benefits, and potentially provide proposed action and alternatives, and make effective recommendations to implement or ensure implementation of recommendations.
- Effectively communicate, both orally and in writing, including making presentations of findings, recommendations, and policies orally or in writing to Board members, department directors, and employees.
- Oversee the management of RCEA staff, operations, and administration.
- Ensure ongoing programmatic excellence, rigorous program evaluation, consistent quality of administration, communications, and development of resources to achieve strategic goals.
- Oversee budget development and management.
- Ensure effective systems to track progress and regularly evaluate organization components.

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 with major course-work in energy, environment, economic development, public administration, or a closely related field.
- A minimum of ten (10) years of progressively responsible professional and managerial experience in energy/utility agencies, with at least five years' experience supervising professional staff. Public sector experience is strongly desired.
- Five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Additional certifications or training in managerial and leadership techniques are highly desirable.

Knowledge of:

- Principles of public agency administration, management, and governance, including public accounting and the Brown Act.
- Principles and practices, methods and technical requirements of utility management, organization, administration, financing, pricing, and community relations.
- Methodologies to develop strong teams, collaboration, and a positive work culture.
- Principles of business and organizational management, including finance, human resources, and operations; supervision and training of staff; and customer service.
- Energy sector, state and federal energy efficiency and renewable energy programs; grant and contract management; and data-driven program innovation and evaluation.
- Local, state, and federal energy policy.
- Principles of marketing, public relations, and development, with the goal of engaging a wide range of stakeholders and cultures.
- Current business software applications, including Microsoft Office.

Demonstrated ability to:

- Effectively lead a performance- and outcomes-based organization and staff, as well as develop and implement strategies to take the organization to the next stage of growth.

- Act with integrity, maintain a positive attitude and leadership-style, and be mission-driven and self-directed.
- Employ an action-oriented, entrepreneurial, and adaptable approach to business planning.
- Coordinate and align departmental performance toward overall organizational success.
- Manage and develop high-performance teams, set and achieve strategic objectives, and manage an organization-wide budget.
- Represent, uphold, and communicate RCEA administrative policies and procedures to internal staff, the Board of Directors and external parties and vendors.
- Cultivate relationships with Board members, community stakeholders, and industry-leaders.
- Effectively represent and communicate organization-related business to a wide audience, including the public, media, stakeholders, Board members, and staff.
- Advocate for effective and positive working relationships amongst 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.

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.