



Job Opening Power Supply Contracts Manager I and II

I: \$72,841 - \$114,831

II: \$99,390 - \$148,763

Open Until Filled

Are you looking for a powerful way to be a part of an innovative, disruptive company that is transforming the California energy landscape? Come join MCE, California's First Community Choice Aggregation program, and do something beneficial for the environment! Seize this opportunity to become a team member of a growing local energy provider. MCE is hiring a Power Supply Contracts Manager. There are currently two openings and the positions will be filled at the I or II level, depending upon the candidate pool.

About MCE:

Located in San Rafael, MCE is a Community Choice Aggregation program that provides 50-100% renewable energy as an alternative to PG&E's electric supply. MCE determines the source and cost of the energy and PG&E continues to manage the transmission and distribution of the energy. MCE is a public, not-for-profit joint powers authority. Members of the agency include the County of Marin and its towns and cities, unincorporated Napa County, and the cities of Benicia, El Cerrito, Richmond, and San Pablo.

About the Position:

Power Supply Contracts Manager I:

The Power Supply Contracts Manager I, under general supervision of the Director of Power Resources and/or the Power Supply Contracts Manager II, has responsibility for contract monitoring, facilitation, and management as well as invoice review and validation to support MCE power supply contracts. The incumbent may assist in the administration of RFP proposal processes, MCE open season procurement process, ongoing correspondence with counterparties including tracking project development milestones (Conditions Precedent) for Feed-in-Tariff projects and new resources under contract, and other duties as assigned in support of the power supply procurement process.

CLASS CHARACTERISTICS

The Power Supply Contracts Manager I performs assignments under general supervision of the Director of Power Resources as part of the Power Resources and Procurement team and works closely with MCE's technical team including external consultants. This position provides support to the Director of Power Resources by performing power settlement analysis, CAISO LMP studies, and reviewing, validating and processing power supply invoices for payment. The Power Supply Contracts Manager I focuses more on data analysis and decision support than the Power Supply Contracts Manager II which operates at a higher level of autonomy and independent work assignments.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Power Supply Contract Facilitation

- Assist with drafting of new vendor and supplier agreements.
- Serve as point of contact for counterparties with executed supply agreements demonstrating excellent interpersonal skills and project management acumen.
- Assist with creation of materials to facilitate board review of executed supplier agreements including staff reports, supporting information and presentation materials.
- Manage stakeholder relationships, including Power Purchase Agreements (PPAs), interconnection, staff and consultants, permitting agencies, community and public relations.
- Conduct research and other due diligence to compile relevant information as needed for staff, technical consultants, legal consultants and board members.
- Track all steps needed to reach project integration, from contract execution to initial power deliveries.
- Maintain current knowledge of regulatory/ legislative trends and changes, interconnection processes and CEQA as well as current and future market conditions.

Performance Monitoring

- Assist with performance auditing and monitoring for existing MCE contracts.
- Track counterparty compliance with contract milestones (conditions precedent and other deliverables).
- Manage vendor and contractor agreements.
- Maintain and update files as needed.
- Maintain, update, and track contract files through contract management system.

Invoice Management and Validation

- Interface with power suppliers and contractors regarding timely invoicing of development and performance security.
- Produce outgoing invoices.
- Receive, process and file incoming invoices in a timely and correct manner.
- Perform validation on incoming invoices as assigned to insure accurate charges and credits have been applied.
- Track invoice payments and prepare related reports to management, technical team and external accountant.
- Resolve, or provide support in resolving invoice and billing issues.
- Provide information to assist external accountant with problem resolution.

Other duties

- Prepare materials for the MCE staff to facilitate policy discussions related to procurement and resource planning.
- Assist with the administration of Request for Proposal processes, the open season process and the assessment of unsolicited proposals.
- May review and analyze proposals for electric power supply submitted to MCE by developers and brokers and provide summary information for staff and technical team.
- May assist in preparation and presentation of information and recommendations to assist MCE staff and Board in assessing and identifying 'best fit' market opportunities for MCE.
- May assist in tracking changes during contract negotiation for the purchase and/or sales of electric resources and renewable energy credits.
- May assist in managing MCE's various renewable energy certificate accounts within the Western Renewable Energy Information System (WREGIS) system.
- May assist with preparation of compliance reports and materials related to MCE power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), The Climate Registry and the Department of Energy.

BREAKDOWN OF TIME

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|-------------------------------------|-----|
| • Contract Development | 10% |
| • Vendor Performance Monitoring | 30% |
| • Invoice Management and Validation | 30% |
| • Other as assigned | 30% |

MINIMUM QUALIFICATIONS

Experience/Education

Education and experience equivalent to a Bachelor's degree in business, economics or accounting, supplemented by a minimum of 3 years of progressively responsible experience at

an electric utility, municipal utility, Community Choice Aggregation program or in a closely related field. Technical experience in the management of contracts is required.

Knowledge of

- Contracts management best practices.
- Microsoft Office software including Excel, Word, PowerPoint and Project.
- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar and hydroelectric.
- Procurement process and use of renewable energy certificates to support mandatory and voluntary compliance programs.
- The California Independent System Operator (CAISO) settlement process.
- The structure and content of standard power purchase agreements for various resource types.
- Renewable energy project development including environmental and local use permitting, interconnection agreements and processes.
- California's Renewables Portfolio Standard, Power Content Label and Power Source Disclosure program.
- California's Renewables Portfolio Standard, Power Content Label and Power Source Disclosure Programs.
- Power scheduling.
- Power purchase agreement structures, general terms and conditions and basic requirements.
- The Western Renewable Energy Information System (WREGIS).
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC).

Language and Reasoning Skills

- Manage projects and time efficiently with a high level of attention to detail.
- Apply strong task prioritization, analytical and problem-solving skills.
- Exercise sound judgment, creative problem solving and commercial awareness.
- Develop high-quality writing, research and communication work products.
- Deliver clear oral communications.
- Effectively interpret and apply contract language and commercial agreements.
- Analytical skills to evaluate contractor performance and potential project opportunities, and project siting, permitting and interconnection issues.
- Interact professionally and effectively with counterparties, consultants, MCE staff team and, when necessary, the Board of Directors.

Power Supply Contracts Manager II

The Power Supply Contracts Manager II, under general direction of the Director of Power Resources, has responsibility for contract monitoring, facilitation, and management as well as invoice review and validation to support MCE power supply contracts. The incumbent may assist in the administration of RFP proposal processes, MCE open season procurement process,

ongoing correspondence with counterparties including contract development and performance tracking, and other duties as assigned in support of the power supply procurement process.

CLASS CHARACTERISTICS

The Power Supply Contracts Manager II performs assignments under general direction of the Director of Power Resources as part of the Power Resources and Procurement team and works closely with MCE's technical team including external consultants. This position provides support to the Director of Power Resources by developing and reviewing contracts for power supply and reviewing, validating and processing power supply invoices for payment. The position differs from the Power Supply Contracts Manager I in its higher level of autonomy and independent work assignments.

SUPERVISORY RESPONSIBILITIES

This position may have lead worker and/or supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Power Supply Contract Facilitation

- Under direction of the Director of Power Resources, establish standard operating procedures, protocols, and safeguards to ensure procurement team decision making processes are aligned with agency goals.
- Assist with drafting of new vendor and supplier agreements.
- Serve as point of contact for counterparties in negotiations for supply agreements demonstrating excellent interpersonal skills and project management acumen.
- Assist with creation of materials to facilitate Board review of potential supplier agreements include staff reports, supporting information, and presentation materials.
- Manage stakeholder relationships, including PPAs, interconnection, staff and consultants, permitting agencies, community and public relations.
- Conduct research and other due diligence to compile relevant information as needed for staff, technical consultants, legal consultants and Board members.
- Track all steps needed to reach contract finalization, up to, and including, contract execution.
- Maintain current knowledge of regulatory/ legislative trends and changes as wells as current and future market conditions.

Performance Monitoring

- Monitoring and management of assigned counterparty relationships as required to improve performance and contract compliance.
- Performance auditing and monitoring for existing MCE contracts.
- Track counterparty compliance with contract milestones and other deliverables.
- Manage vendor and contractor agreements.
- Maintain and update files as needed.
- Maintain, update and track contract files through contract management system.

Invoice Management and Validation

- Identify opportunities for portfolio optimization, budget savings, congestion cost avoidance and project development.
- Interface with power suppliers and contractors regarding timely invoicing.
- Receive, file and process invoices in a timely and correct manner.
- Perform validation on invoices as assigned to insure accurate charges and credits have been applied.
- CAISO statement validation and CAISO cost recovery from counterparties as provided for in contract terms.
- Track invoice payments and prepare related reports to management, technical team and external accountant.
- Resolve, or provide support in resolving invoice and billing issues.
- Provide information to assist external accountant with problem resolution.

Other duties

- Prepare materials for the MCE staff to facilitate policy discussions related to procurement and resource planning.
- Assist with the administration of RFP processes, the open season process and the assessment of unsolicited proposals.
- May review and analyze proposals for electric power supply submitted to MCE by developers and brokers and provide summary information for staff and technical team.
- May assist in preparation and presentation of information and recommendations to assist MCE staff and Board in assessing and identifying 'best fit' market opportunities for MCE.
- May assist in tracking changes during contract negotiation for the purchase and/or sales of electric resources and Renewable Energy Credits (RECs).
- May assist in managing MCE's various renewable energy certificate accounts within the REGIS system.
- May assist with preparation of compliance reports and materials related to MCE power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), The Climate Registry and the Department of Energy (DOE).

BREAKDOWN OF TIME

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|-------------------------------------|-----|
| • Contract Development | 25% |
| • Vendor Performance Monitoring | 25% |
| • Invoice Management and Validation | 15% |
| • Document Processes and Procedures | 10% |
| • Other as assigned | 25% |

MINIMUM QUALIFICATIONS

Experience/Education

Education and experience equivalent to a Bachelor's degree in business, economics or accounting, supplemented by a minimum of 5 years of progressively responsible experience at an electric utility, municipal utility, Community Choice Aggregation program or in a closely related field. Technical experience in the management of contracts is required.

Knowledge of

- Contracts management best practices.
- Microsoft Office software including Excel, Word, PowerPoint and Project.
- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar and hydroelectric.
- Procurement process and use of renewable energy certificates to support mandatory and voluntary compliance programs.
- The California Independent System Operator (CAISO) settlement process.
- The structure and content of standard power purchase agreements for various resource types.
- Renewable energy project development including environmental and local use permitting, interconnection agreements and processes.
- California's Renewables Portfolio Standard, Power Content Label and Power Source Disclosure program.
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- Power scheduling.
- Power purchase agreement structures, general terms and conditions and basic requirements.
- The Western Renewable Energy Information System (WREGIS).
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC).

Language and Reasoning Skills

- Manage projects and time efficiently with a high level of attention to detail.
- Apply strong task prioritization, analytical and problem-solving skills.
- Exercise sound judgment, creative problem solving, and commercial awareness.
- Develop high-quality writing, research and communication work products.
- Deliver clear oral communications.
- Effectively interpret and apply contract language and commercial agreements.
- Analytical skills to evaluate contractor performance and potential project opportunities, and project siting, permitting and interconnection issues.
- Interact professionally and effectively with counterparties, consultants, MCE staff team and, when necessary, the Board of Directors.

Both Levels:

Skills and Abilities

- Be thorough and detail-oriented.
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced dynamic environment.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.
- Take responsibility and work independently, as well as work as a team member.
- Prepare professional written work products.
- Perform quantitative data and statistical analysis and effectively communicate results to others.
- Work accurately and swiftly under pressure.
- Demonstrate patience, tact and courtesy.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio and percent, and to create and interpret bar graphs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

ADA Compliance

MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

MCE reserves the right to close this recruitment at any time based upon the number of qualified applicants. If you are a highly motivated, detail oriented and well-organized individual who meets the minimum requirements of this position, please apply now!

To apply, please send your cover letter and resume via email to jobs@MCEcleanenergy.org.

Please indicate which level you are applying for. You must meet the minimum qualifications for the level for which you are applying.

This is a full-time position. The salary range is \$72,841 - \$114,831 (Level I) and \$99,390 - \$148,763 (Level II) with exact compensation to be determined by the Chief Executive Officer. Benefits include paid holidays, vacation, sick, personal and parental leave; employer paid medical, dental, vision, life and long term disability insurance; employer contribution to a 401(a) retirement plan; optional 457(b) deferred compensation plan, flexible spending account and commute alternatives program.

MCE IS AN EQUAL OPPORTUNITY EMPLOYER