



PROGRAMS MANAGER

Salary Range \$90,000 – \$130,000 (annual)

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

SUMMARY DESCRIPTION

The individual in this position will be responsible for significant portions of program design and implementation in the areas of distributed renewable energy, customer energy efficiency, demand response, electric vehicles and charging infrastructure, heat pump building technologies, and other related areas that reduce greenhouse gas emissions and support affordable energy for customers. They will develop significant subject matter expertise in SCP's operations and customer programs, and will be required to work independently on topical research, analysis, reporting and program administration.

This position requires strong skills in contract management, public engagement, technical and financial aspects of electric energy use, electric vehicles, electrical vehicle charging and related infrastructure and work to form partnerships and secure funding for customer programs and evaluation. Makes written and oral presentations frequently. Works with team to produce training and workshops to community, legislative and professional groups, the Board of Directors, and the Authority staff.

As customer programs are implemented this position will have increasing and significant autonomy to explore and develop new customer programs within SCP's core mandate of reducing greenhouse gas emissions, maintaining competitive and stable electric rates supporting local Sonoma County economic development and meeting SCPs obligations under various legislative and regulatory mandates (including electrification of the transportation sector). Special focus is required to develop and evaluate programs that serve SCP's CARE and other low income customers in disadvantaged communities.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Director of Programs. This position may exercise functional and technical supervision over assigned staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

The Programs Manager will:

- Work with staff, committees and the SCPA Board to help establish SCP programs to reduce greenhouse gas emissions and serve SCP customers.
- Draft RFQs and RFPs, interview and help select consultants and contractors to deliver programs
- Manage contracts, invoices and payments, reporting, quality control
- Manage day-to-day program implementation for specific customer programs
- Help form partnerships with local, state and federal agencies, national laboratories, universities, businesses and non-profits to create opportunities for program funding, new program markets and more effective implementation.
- Prepare funding applications for CPUC, CEC, DOE, CARB, and other sources of program grants and financing.
- Assistance on the development and management of SCP's programs budget.
- Write staff reports and presentations on SCP's programs.
- Perform detailed technical analyses of a broad variety of program and customer data to assess program options, performance, and the need for program adjustment.
- Develop and administer appropriate research such as customer class surveys, customer satisfaction surveys, or other research as required.
- Keep abreast of customer trends, patterns, and issues; use data to evaluate current trends and determine if existing policies or procedures should be modified to better serve SCP customers.
- Provide input and feedback in the ratemaking process.
- Performs related duties and responsibilities as required

DESIRED QUALIFICATIONS

- Excellent verbal and written communications skills, including the ability to synthesize and communicate complex topics to technical and non-technical audiences.
- An understanding of the mission, goals, policies and purposes of SCP, and a passion for sustainability, collaboration, transparency, and excellence.
- Ability to work effectively with PG&E and other entities providing SCP customer data.
- Ability to interface with various public entities, committees, boards, businesses and the public while presenting data on SCP customer-related programs and services.

Desired Qualifications, cont.

- General understanding of the California energy industry, emerging electric vehicle and charging industries, and electric power markets including demand response.
- General understanding of the principles of electricity generation and electric transportation options.
- Understanding of California's Community Choice Aggregation (CCA) model.
- Understanding of the structure and function of the California electric power grid.
- Analyze distribution level power infrastructure to determine its ability to absorb renewable energy, storage, and demand response.
- Demonstrated ability to work independently on projects with limited input and oversight.
- Intrinsic curiosity and motivation to understand new concepts, tackle hard problems, and ask hard questions.
- Ability to analyze and interpret customer service metrics to enhance and improve SCP service and retain customers.
- Think critically and strategically; properly interpret and make decisions in accordance with applicable SCP goals, policies, and strategic plans.
- Understanding of California electric vehicle industries, charging infrastructure, laws and issues.
- Knowledge of zero-energy building, energy efficiency measures, end-use gas fuel switching, building design and smart technologies.
- Knowledge of distributed generation and energy storage technologies and issues.
- Knowledge of and ability to aid with integrated resource planning (IRP)

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Minimum Bachelor's degree from an accredited college or university with major course work in business, energy, environmental, economics, engineering science, mathematics, computer science or related field. **AND,**

Experience: Minimum five (5) years of increasingly responsible, relevant work experience. Technical and analytical experience in systems and processes is required.

License: Possession of a valid Class C California driver's license and a satisfactory driving record at the time of hire.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Normal office environment with exposure to computer screens. Employees will interact with staff and/or public and private representatives in interpreting and enforcing the Authority's policies and procedures.

Physical: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to 10 pounds. Employees must be able to communicate in person, in writing, and by telephone with Board members, management, coworkers, vendors, consultants, and with the public in face-to-face, one-to-one, and group settings.

Mental: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems, observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with Authority managers, Board, staff, vendors, the public and others encountered in the course of work.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

Hearing: Hear in the normal audion range with or without correction.

THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER