



East Bay Community Energy
Director of Programs and
Chief Operating Officer



The Agency

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities. Once EBCE reaches full scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

The Position

The Director of Programs/Chief Operating Officer (herein COO) works under direction of the Chief Executive Officer and has responsibility for a wide range of matters to support the internal functions of EBCE, including strategic planning, budget oversight, contract management, information technology security, property and office management, human resources, and Board/Committee support. In addition, the incumbent maintains a high level of responsibility for implementation of innovative customer energy programs and services that are aligned with EBCE's mission of greenhouse gas reduction, rate stability, and providing value to customers.

The COO coordinates with the CEO on multiple activities and programs involving Authority staff and coordinates and manages relations with the Authority Board, related committees, other local jurisdictions and groups, consultants, and the public. The COO performs professional administrative tasks, manages day-to-day operations of the Authority, provides analysis and prepares reports and recommendations to the CEO and Board, and provides highly responsible and complex professional advice and strategic assistance to the CEO.

Energy Programs: Manages the development and oversees implementation of the Local Development Business Plan. Envisions, proposes, implements and manages customer energy programs, including energy efficiency, net energy metering and other demand-side management programs.

Operations: Manages the day-to-day operations of the Authority, including implementation and on-going oversight of data management, billing and call center operations.

Budgeting and Forecasting: Working with the CEO, develops the administrative and operations portions of the strategic plan. Identifies initiatives to support EBCE's mission and vision. Monitors the EBCE budget.

Contracts: Has overall responsibility for the Request for Proposal (RFP) process as well as vendor selection and contract negotiation and administration.

IT: Creates the Authority's IT roadmap. Identifies and implements the necessary steps to meet the Authority's needs.

Public: Attends public meetings and give presentations about EBCE to community and business groups. Creates and maintains productive relationships with the community, business groups, industry participants, and regulatory agencies.

H.R./Talent: Determines appropriate staffing levels for, and hires and manages, the administrative and operations staff.

Key Responsibilities

In the role of Director of Programs and Chief Operating Officer, in the area of Operations, the individual:

- Ensures the effective implementation and evaluation of EBCE's Strategic Plan.
- Organizes, plans, and prioritizes work, developing specific goals and ensuring implementation of action plans to meet internal organizational needs.
- Implements and monitors operational plans, programs, and projects to meet objectives and established timelines.
- Manages requirements for continual operation of the Authority including facility and capital needs, permits, insurance filings, and other activities. Anticipates Authority needs and plans for the future.
- Collects and manages information related to internal functioning of the organization to guide operational design and management.

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- In collaboration with General Counsel, ensures storage and management of EBCE records and information as required by applicable policies and regulations.
- Manages IT services and security for employees and outside consultants.
- Ensures effective internal communications across the organization.
- Assists in the development and administration of fiscally responsible Programs and Operations department budgets.
- Assists with performance auditing and monitoring for existing EBCE contracts.
- Reviews, approves, and/or mitigates problematic invoices with management staff and external vendors.
- Communicates with persons outside the organization (as needed in support of the Chief Executive Officer), representing the organization to customers, the public, government, and other external sources in person, in writing, or by telephone or e-mail.
- Manages, monitors, and evaluates workflow and reporting within the Programs and Operations teams.
- Provides consistent support and feedback to members of the teams and assists with the creation of professional development plans.
- Provides coordinating support for the work and activities related to office administration.
- Provides oversight for Human Resources staff and functions.
- Provides Board and Committee support, working directly with the Board Clerk/Executive Assistant to the CEO and other members of the Programs and Operations teams.
- Coordinates material for EBCE Board and Committees as well as EBCE staff to facilitate operational management discussions.
- Oversees the creation and maintenance of in-house manuals to outline and guide new staff through duties and expectations as needed.
- Supervises office management as needed including supplies, office equipment, maintenance, and conference rooms.
- Manages office workstation and storage configuration.
- Oversees office construction projects and expansion of office space as needed.
- Assists with Board/Committee and Human Resources-related website maintenance.
- Ensures high quality customer service for EBCE visitors.
- Collaborates with other EBCE teams and facilitates the planning and execution of company-wide events.

In the Programs area, the individual:

- Manages and implements energy efficiency or other demand-side management programs.
- Works with the Chief Executive Officer to set appropriate goals and tracks progress towards their achievement.
- Supervises the formulation and implementation of program policies and procedures.
- Maintains an understanding of industry trends and innovations around energy efficiency and demand-side management programs and incorporates new ideas when appropriate.
- Represents the Authority at meetings and hearings of the Board and other groups, agencies, committees, and public meetings; participates in public hearings in order to present the Authority's position, provide information and clarification, and receive input from interested parties; serves on various committees and groups representing the Authority and makes public presentations on behalf of the Authority as well as presentations to the Board.
- Assists in the dissemination of information to promote general knowledge and services about the Authority to the community.
- Tracks program metrics to understand program performance, including customer satisfaction, and makes recommendations for program improvements.
- Validates program policies, procedures, and technologies with industry stakeholders and communicates necessary changes to the Chief Executive Officer.



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- Oversees development of high-quality written material to communicate program objectives and outcomes, and to interface with stakeholders, partners, the media and the public.
- Makes verbal presentations to EBCE's Board of Directors, Committees, and stakeholders on program elements and outcomes.
- Maintains professional and productive relationships with local industry groups and community organizations.
- Negotiates and drafts contracts for review by the Chief Executive Officer and the Board of Directors.
- Supervises assigned staff.

Minimum Qualifications

Any combination of education and experience that would provide the knowledge and skills required to perform the duties of the position qualify. Typically, this would include education and experience equal to a Bachelor's degree in public administration, business, communications, accounting, green building, environmental science, planning or a related field supplemented by a minimum of five (5) years of progressively responsible management and supervisory experience in a corporate environment, public agency/municipality, or in a closely related field. Management experience in the coordination and implementation of energy efficiency programs, including management of staff, and experience in negotiating contracts is desirable. A master's degree is desirable.

Compensation and Benefits

Competitive compensation package offered, based on candidate experience. The Authority is developing its benefits package. Details will be available at the interview.

The Ideal Candidate

The Authority needs a strong leader who is passionate about community choice and can provide the structure and processes for internal and external engagement. The ideal candidate will have deep technical knowledge, experience with all aspects of sustainable energy, energy efficiency, organizational administration and program management, and the ability to explain relevant concepts in terms appropriate to the audience. The COO will be committed to public service, the Authority and community, and ensure the highest level of service. In addition, the ideal candidate will increase communication with the community, enhance professionalism, evaluate alternatives and create policies as needed, and develop systems and procedures. While acting as partner to the CEO and bridge to members of the Board, the COO will serve to balance the needs to the Authority with the needs of its customers. The COO will be visible and interested, capable of representing the Authority, politically and environmentally savvy, and able to foster a friendly environment for community choice.

Important Application Information

Please visit Koff & Associates at www.koffassociates.com to apply. This position will be based in EBCE headquarters – initially in Hayward and thereafter in a to-be-determined location in Alameda County. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply. Start date: ASAP. **The deadline to apply is Friday, September 8, 2017.**

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



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Executive Assistant

Filing Deadline: September 8, 2017

EBCE Executive Assistant Announcement

THE AGENCY

The East Bay Community Energy Authority is a new public agency formed in 2016 to bring cleaner energy to residents and businesses in participating East Bay communities. EBCE will implement a Community Choice Energy (CCE) program for its member communities. EBCE will procure a high percentage of electricity from renewable sources such as solar, wind and geothermal which do not pollute or produce greenhouse gases and deliver it through the existing electric utility. EBCE is scheduled to begin providing energy in April 2018.

POSITION SUMMARY

Under administrative direction, the Executive Assistant provides highly responsible and confidential administrative assistance to the Chief Executive Officer and the Board of Directors, and performs a variety of tasks including assisting in the management of official EBCE records and minutes. The EA serves as a first point of public contact on related issues for community members, vendors and EBCE officials. The Executive Assistant will serve in a variety of functions:

Operations: Serves as Clerk of the Board Secretary, providing general administrative support for board meetings. Develops, administers and monitors EBCEs budget. Sets up and oversee internal operations of EBCE (from IT to HR to public engagement). Manages EBCEs office, including oversight of office search and lease negotiations.

IT: Provides basic troubleshooting for staff, researches solutions such as videoconferencing, oversees on-boarding of new staff as it relates to IT requirements (email, devices, etc.).

Public: Attends public meetings and gives presentations about EBCE to community and business groups.

CEO Support: Supports CEO day to day needs, including scheduling, correspondence, presentations, and expenses. Provides strategic counsel to CEO on critical matters like budget, hiring, and other matters as identified.

H.R./Talent: Coordinates on-boarding of new hires, manages job postings and supports development of H.R. policies.

KEY RESPONSIBILITIES

Management reserves the rights 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.

- Provides confidential secretarial, administrative and project support for the CEO and Board of Directors; acts as a liaison between the CEO, other staff, outside agencies, and the public, coordinating resolutions when appropriate.
- Serves as Clerk of the Board and provides administrative support for a variety of Board meetings; schedules meetings, prepares agendas, issues public notices, assembles and distributes packets, attends meetings, takes and transcribes meeting minutes, and records official action taken at Board meetings; maintains official meeting records, such as resolutions, ordinances, contracts, bonds, and other official files and documents; ensures that records with the State or other governing agencies are kept up-to-date; follows-up on outstanding action items from each Board meeting where necessary.
- Coordinates the processing of public records requests; ensures compliance with the Public Records Act and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the Authority is upheld.
- Oversees the Statement of Economic Interest Form 700 process for Board members.
- Administers projects and/or programs as assigned by CEO; provides assistance in various research projects, including contract agreements, subpoenas and public information requests, and grant applications.
- Develops and administers the CEO and Board budgets; reviews and gathers data for development of variance reports; and, monitors revenues and expenditures.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports and other informational materials.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and legal and general correspondence for the CEO; inputs and retrieves data; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections; redacts confidential information as needed.
- Prepares and processes reports, forms, and records, such as subpoenas, requests for payments, purchase orders, invoices, legal documents, notices, draft resolutions, and mailing lists for public hearing items.
- Schedules appointments and maintains the CEO's calendar; coordinates meetings between the CEO and both internal staff and representatives of outside agencies and oversees meeting logistics; serves as liaison person for CEO's office and responds to various requests for information from the public and the Board.
- Makes all travel arrangements, including, transportation, and lodging, conference/training registrations for the CEO and Board members and prepares and submits expense reports and travel reimbursements requests as needed.

- Screens calls, visitors, and incoming mail and emails; assists and directs the public, tenants, property managers, property owners, and other agencies to appropriate locations and/or staff; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Coordinates on-boarding requests and office/cubicle moves for new hires and existing staff.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for management approval.
- Establishes and maintains contact and working relationships with all Authority member agencies, local, state, and federal agencies for acquisition of necessary information, and/or for the implementation of cooperative programs and activities.
- Performs other duties as assigned.

REQUIREMENTS

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 an associate degree in office management, finance, business studies, secretarial science, or related field, or completion of a formal program of instruction in Business Administration or Business Technology from an accredited school or an equivalent program of academic preparation acceptable to the Authority, or possession of a certificate from the International Association of Administrative Professionals (IAAP) or similar certifying agency AND five (5) years of experience performing increasingly responsible and confidential clerical and administrative tasks with reporting responsibility to a department director, including two (2) years of experience providing administrative support to a committee, board, and/or commission. Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

COMPENSATION

\$80,000 – \$105,000 annually

APPLICATION PROCEDURE

Please visit Koff & Associates at www.koffassociates.com. to apply. This position will be based in EBCE headquarters – initially in Hayward and thereafter in a to-be-determined location in Alameda County. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply. Start date: ASAP. **The deadline to apply is Friday, September 8, 2017.**

Director of Marketing & Account Services

Filing Deadline: September 15, 2017

Summary

The Director of Marketing & Account Services works under the general direction of the Chief Operations Officer/Programs Director to oversee development, management and implementation of programs that communicate, promote and market East Bay Community Energy (EBCE). The Director of Marketing & Account Services directs, manages, and supervises EBCE's Key Account Manager, Community Outreach Manager, Account Representatives and Marketing Assistants, who are responsible for customer relations, account and billing services; business and community development; and marketing and communications to EBCE customers and the public.

Marketing: leads the development, execution and measurement of all EBCE customer marketing and outreach to all EBCE customer segments.

Account Management: leads all aspects of EBCE account management from community outreach to defining and managing key account outreach to resolution of billing issues and customer complaints. Supports development of innovative energy solutions and programs targeting unique energy needs of key accounts.

Branding: leads the development of all facets of EBCEs brand to all customer segments and through all communications channels.

Public Outreach: leads the development and execution of EBCEs public engagement strategy leading up to program launch. Works closely with Director of Public Affairs to engage with key EBCE stakeholders.

Communications: manages all facets of EBCE internal and external communications.

Location/Employment: This position will be based in EBCE headquarters — initially in Hayward and thereafter in a to be determined location in Alameda County. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.

Compensation and Benefits: Competitive compensation package offered, based on candidate experience. The Authority is developing its benefits package. Details will be available at the interview.

Application Deadline: September 15, 2017. Candidates are encouraged to apply sooner.

Submission Requirements: Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: jobs@ebce.org.

Start date: ASAP. Position open until filled.

Position Details

About East Bay Community Energy

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities. Once EBCE reaches full scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

Detailed Job Description

The Director of Marketing & Account Services is responsible for directing and working collaboratively with internal staff and external consultants to guide, support and implement EBCE's brand strategy in customer service, business and community development, and marketing and communications, as well as across all EBCE internal departments. The Director of Marketing & Account Services identifies strategies to increase overall engagement and participation in community and is responsible for reputation management. The Director of Marketing & Account Services oversees and provides guidance for service area expansion, customer enrollments, sales, earned, owned, and paid media, community outreach, account management, billing resolution, publicity and media relations. The Director of Marketing & Account Services ensures that key, strategic messages are communicated effectively to target audiences and directs customer account management, customer relations and customer retention strategies. The Director of Marketing & Account Services manages and coordinates outside consultants retained to provide call center and billing services, website services, graphics, writing, advertising, and other related work and is also responsible for communications-related budget preparation and tracking. The Director of Marketing & Account Services makes presentations to community, elected and professional groups, Board of Directors, and staff.

Supervisory Responsibilities

The Director of Marketing & Account Services supervises or manages the supervision of internal marketing and public affairs staff, including but not limited to Community Outreach Manager, Key Accounts Manager, Account Representative(s) and Marketing Assistant. The incumbent also provides oversight for external marketing communications and other external professional service providers.

Essential Duties and Responsibilities (Illustrative Only)

Supervisory Duties

- Plans and prepares for Marketing and Account Services staffing, hiring and middle management needs
- Plans, directs, and coordinates the goals and work plan for, and in collaboration with, the Marketing and Account Services team
- Assigns work activities, projects and programs; reviews and evaluates work products, methods, and procedures; meets with staff to discuss and resolve related issues
- Conducts performance evaluations, implements performance correction as needed, trains and coaches staff in work procedures as needed
- Evaluates data to determine success of Marketing and Account Services team towards reaching agency goals

Internal Communications

- Updates EBCE Board of Directors on customer service, marketing, communications, and public relations progress, projects and programs
- Provides talking points and information to Board of Directors and staff to utilize for external and internal meetings and presentations

Publicity

- Writes and reviews press releases, feature articles and other materials for newspaper, magazines and related venues
- Develops and maintains relationships with print, radio and television media, community groups and organizations, business leaders, and other public agencies and governmental representatives
- Oversees e-newsletter distribution, event and sponsorship opportunities and EBCE sponsored press conferences and events
- Develops strategies and implementation plans to respond to media inquiries and publicity, including misinformation campaigns

Business & Community Development

- Provides direction, guidance and review of community outreach plans and implementation for the enrollment of new communities during service area expansion, including meeting state legal requirements
- Provides direction, guidance and review of business development plans and implementation to increase customer acquisition and retention

Customer Account & Billing Services

- Oversees resolution of billing issues, customer complaints, and technical issues that impact customers
- Acts as an agency liaison to local government and community agencies

Marketing Communications

- Provides direction, guidance and review, in collaboration with staff and consultants, to plan and execute strategic marketing campaigns, collateral and promotional material that support business and community development goals
- Collaborates with staff and consultants to improve website design, capabilities, and content

Minimum Qualifications

Experience/Education

Education and experience equivalent to a Bachelor's Degree in communications, public administration, environmental planning, business, marketing or a related field and at least six (6) years of progressively responsible experience in a supervisory or management role in the field of public affairs. Experience working for a public utility or a Community Choice Aggregation (CCA) program is desirable.

Knowledge of:

- The organization of local government and concepts of public administration.
- The history of Community Choice Aggregation legislation and implementation in California.
- Administration of a proactive marketing and public affairs program.
- Principles, techniques and methods of public information, integrated marketing communication, community and media relations and public education.
- Methods, operational characteristics, services, and activities necessary for effective community outreach.
- Public policy process, local and regional government and environmental issues.
- Principles and practices of public speaking, public presentations and event planning.
- Principles of management, supervision, training and performance evaluation.
- Techniques and methods of preparing and reviewing information, news release and information materials including graphics and written copy.
- Principles, practices and methods of writing, publishing, and disseminating a variety of informational materials; of graphic design, photography, and printing.
- Microsoft Office Suite, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and Adobe Acrobat as well as Joomla, Dreamweaver and/or HTML.
- E-mail marketing platforms such as Constant Contact.
- Research and statistical methods as applied to the collection, tabulation and analysis of data.

Ability to

- Take responsibility and work independently, as well as coordinate collaborative efforts and achieve work goals through first line supervisors.
- Convey complex information in a simple and understandable manner.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast paced dynamic environment.

- Achieve goals while providing accurate, timely, and meaningful progress updates.
- Work well under pressure.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, and courtesy.
- Identify and solve problems effectively and expeditiously.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.
- Direct, supervise and coordinate the work of assigned staff.
- Make effective and dynamic presentations to community groups, governmental bodies and the EBCE Board and staff to achieve desired results.

Language and Reasoning Skills

- Exercise sound judgment, creative problem solving, and commercial awareness
- Possess keen communication capabilities, verbally, written and graphically through presentations
- Interact effectively with administrative bodies and EBCE's Executive Officer and Board of Directors
- Possess time management, project management, dispute resolution and interpersonal relation skills
- Possess excellent customer service skills and communicate clearly and effectively with customers
- Understand, anticipate, and appreciate customer needs and concerns

Working Conditions

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. 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 up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

Director of Power Resources

Filing Deadline: Until filled

Summary

The Director of Power Resources, under direction of the Chief Operating Officer/Programs Director, has responsibility for a wide range of matters to support the East Bay Community Energy (EBCE) resource planning, analysis, and management of the Utilities' energy supply portfolio and procurement efforts. The Director of Power Resources works with the public, legislative and regulatory agencies, project developers, brokers, and consultants providing direction and information on specific programs and projects. Responsibilities include research and due diligence with respect to potential power supply opportunities, negotiation and administration of power purchase agreements, contractor performance monitoring and dispute resolution, invoice validation, issue identification and compliance oversight. The Director of Power Resources is also responsible for the preparation of certain regulatory compliance reports focused on resource procurement, climate impacts, annual greenhouse gas inventory and emissions reporting, and preparation of informational material for the EBCE Board and public regarding power supply resource allocations. The Director of Power Resources Director will actively develop strategies to accelerate the deployment local distributed energy resources, with a focus on their integration into EBCE's power supply mix.

Energy Procurement: lead all in-house analysis and oversee outside consultant's review of EBCE's load forecast. Lead the development and oversee execution of EBCE's energy supply strategy, including the negotiation of energy supply agreements. Lead the development and execution of EBCE's renewable, local and zero carbon procurement efforts. Actively develop strategies to integrate local, distributed resources into EBCE's energy supply.

Finance: actively support analysis and negotiations of financings that relate to energy supply.

Regulatory: work closely with the CEO and General Counsel to provide quantitative analysis focused on EBCE's energy supply portfolio, EBCE's load forecast, and broader California energy market conditions, with a particular focus on all quantitative inputs into the Power Charge Indifference Adjustment.

Contracts: Has overall responsibility for legal review of all contracts that the Authority may enter into and is a key member of contract negotiation team.

Public: represents EBCE in key industry groups focused on energy supply and the California energy market.

Location/Employment: This position will be based in EBCE headquarters — initially in Hayward and thereafter in a to be determined location in Alameda County. We are in equal

opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.

Compensation and Benefits: Competitive compensation package offered, based on candidate experience. The Authority is developing its benefits package. Details will be available at the interview.

Application Deadline: September 15, 2017. Candidates are encouraged to apply earlier.

Submission Requirements: Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: jobs@ebce.org.

Start date: ASAP. Position open until filled.

Position Details

About East Bay Community Energy

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities. Once EBCE reaches full scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

Job Description

The Director of Power Resources performs assignments under direction of the Chief Operating Officer/Programs Director and works closely with EBCE's technical team including external consultants. This position interfaces with developers and brokers of power and other interested parties to assist with the identification of power supply opportunities that are appropriate for EBCE's power mix. The incumbent may be responsible for administering request for proposal (RFP) processes, EBCE's "open season" process (for renewable energy procurement), and assessing unsolicited proposals. The position will be responsible for developing staff reports, for submittal to the EBCE Board and reviewing and analyzing proposal materials from developers and brokers of conventional and renewable electricity.

Supervisory Responsibilities

The Director of Power Resources supervises positions assigned to the Power Resources team, including, but not limited to, Power Services Manager, Energy Analyst and Contract Specialist.

Essential Duties and Responsibilities (Illustrative Only)

- Oversees the development of EBCE's energy supply strategy, including energy risk management, renewable energy supply, local energy supply, zero-carbon energy supply and integration of distributed energy resources
- Leads analysis of EBCEs load forecasting and provides strategic decision support to CEO and Board on policy decisions that implicate EBCEs load, energy supply portfolio, and energy expenses
- Assists with the administration of RFP processes, the open season process and the assessment of unsolicited proposals
- Reviews and analyzes proposals for electric power supply submitted to EBCE by developers and brokers
- Assists in preparation and presentation of information and recommendations to assist EBCE staff and Board in assessing and identifying 'best fit' market opportunities for EBCE
- Assists in preparation and updates of reports of wholesale energy products and resource planning studies to yield a portfolio of supply resources to best meet the agency's needs
- Participates in interactions with power developers and brokers during pre-contract discussions, contract negotiations and Board discussion
- Assists with the administration of EBCE power contract portfolio, evaluates the EBCE resource portfolio and recommends adjustments
- Prepares materials for the EBCE Board and its Committees as well as EBCE staff to facilitate policy discussions related to procurement and resource planning
- Assists with performance auditing and monitoring for existing EBCE contracts
- Assists in the negotiation and writing of contracts for the purchase and/or sales of electric resources and Renewable Energy Credits (RECs)
- Keeps abreast of developments in resource planning processes and in energy resource technologies, seeking out new technologies from public or private sources, evaluating new supplies as appropriate
- Represents EBCE on external agencies' task forces and working groups as assigned
- Assists in managing and administering EBCE's various renewable energy certificates
- Assists with preparation of compliance reports and materials related to EBCE 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).

Minimum Qualifications

Experience/Education

Education and experience equivalent to a Bachelor's degree in engineering, finance, economics or accounting, supplemented by a minimum of 5-10 years of progressively responsible experience at an electric utility, municipal utility, a Community Choice Aggregation program or in a closely related field. Technical experience in the utility industry is required. A Master's degree is desirable.

Knowledge of:

- 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
- 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.
- Microsoft Office software including Excel, Word and PowerPoint.
- The Western Renewable Energy Information System (WREGIS)
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC).

Ability to

- Take responsibility and work independently, as well as coordinate collaborative efforts and achieve work goals through first line supervisors.
- Convey complex information in a simple and understandable manner.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast paced dynamic environment.
- Achieve goals while providing accurate, timely, and meaningful progress updates.
- Work well under pressure.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, and courtesy.
- Identify and solve problems effectively and expeditiously.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.
- Direct, supervise and coordinate the work of assigned staff.

Language and Reasoning Skills

- Exercise sound judgment, creative problem solving, and commercial awareness
- Possess keen communication capabilities, verbally, written and graphically through presentations
- Interact effectively with administrative bodies and EBCE's Executive Officer and Board of Directors
- Possess time management, project management, dispute resolution and interpersonal relation skills
- Possess excellent customer service skills and communicate clearly and effectively with customers
- Understand, anticipate, and appreciate customer needs and concerns

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; calculate Levelized Cost of Electricity (LCOE). Understanding of net present value (NPV) and appropriate application of discount rates.

Working Conditions

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. 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 up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

General Counsel

Filing Deadline: Until filled

Summary

As lead in-house legal officer, the General Counsel works under direction from the Chief Executive Officer and has responsibility for a wide range of East Bay Community Energy (EBCE) legal matters, with particular emphasis on contracting; municipal law; regulatory affairs; legislative affairs; finance, project finance and energy supply transactions; ethics; and oversight of and collaboration with external legal counsel, and performs related work as assigned.

Legal: lead all in-house legal work for the Authority, ranging from oversight of all legal compliance activities to developing the Authority's human resource policies and procedures to leading regulatory interventions at key state agencies.

Energy Procurement: lead all in-house legal review of energy transactions, manage outside counsel participation in energy transactions, and support development of energy risk management procedures.

Finance: lead all in-house legal review of Authority financial transactions, with a particular focus on energy-related financings including initiation and oversight of credit facilities.

Regulatory: work closely with the CEO to define regulatory strategy, oversee in-house and outside counsel participation in regulatory proceedings, represent the Authority in-front of key regulatory agencies.

Contracts: Has overall responsibility for legal review of all contracts that the Authority may enter into and is a key member of contract negotiation team.

Public: Creates and maintains productive relationships with the community, business groups, industry participants, and regulatory agencies.

Location/Employment: This position will be based in EBCE headquarters — initially in Hayward and thereafter in a to be determined location in Alameda County. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.

Compensation and Benefits: Competitive compensation package offered, based on candidate experience. The Authority is developing its benefits package. Details will be available at the interview.

Application Deadline: September 15, 2017. Applicants are encouraged to submit prior to the deadline.

Submission Requirements: Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: jobs@ebce.org

Start date: ASAP. Position open until filled.

Position Details

About East Bay Community Energy

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities. Once EBCE reaches full scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

Detailed Job Description

The General Counsel provides legal advice and guidance regarding legal matters affecting EBCE, including regulatory affairs, legislative developments, project finance, finance, municipal law and others. The General Counsel also researches and prepares written and oral advice for the Chief Executive Officer and Board of Directors on related legal issues and performs managerial and project management tasks as necessary. The General Counsel represents, and oversees the representation of, EBCE before various regulatory agencies in matters affecting community choice aggregators (CCAs) and other electric utilities, including ratemaking proceedings, investigations, rulemakings, compliance matters and proposed legislation, drafting applications, briefs, legal memoranda, and discovery requests/responses; supervises the preparation of the testimony and exhibits of expert witnesses; examines and cross-examines witnesses, and presents oral argument; participates in negotiations and settlement discussions. The General Counsel develops legislative policy and works with internal staff and external contractors to implement proposed legislative activities. The General Counsel also directs and works collaboratively with external counsel from a wide range of related specialties.

Essential Duties and Responsibilities (Illustrative Only)

- Renders legal advice, administers legal services, and directs and works collaboratively with internal staff and external counsel and contractors regarding a variety of regulatory, legislative and legal matters affecting EBCE.
- Represents, and oversees representation of, EBCE in energy-related administrative proceedings.
- Reviews and recommends policies.
- Prepares and reviews contracts for content and form.

- Updates EBCE Board of Directors on regulatory and legislative developments. Works in a team to negotiate, draft and close a range of EBCE transactions, including power purchase agreements and credit agreements.
- Participates in EBCE management activities, including assisting in strategic planning, budget and forecast analysis, contractual reporting, annual audit, and other tasks as required.

Minimum Qualifications

Experience/Education

Juris Doctor degree from a leading university; supplemented by seven (7) years of progressively responsible experience as an attorney working on complex regulatory or energy matters at a reputable law firm or as in-house counsel; or an equivalent combination of education, training, and experience. Background in accounting, economics, engineering or finance is desirable. Current active membership in the State Bar of California required.

Knowledge of:

- Transactions, municipal law, ethics, and other areas of law.
- Energy regulatory practice and legislative affairs.
- Structuring, financing, and implementing complex energy projects, including drafting and negotiating power purchase agreements and security agreements.
- Finance transactions, including bond and loan transactions

Language and Reasoning Skills

- Exercise sound judgment, creative problem solving, and commercial awareness.
- Develop high-quality writing, research and communication work products.
- Deliver clear and persuasive oral communication.
- Interact effectively with administrative bodies and EBCE's Chief Executive Officer and Board of Directors.
- Apply robust analytical and problem-solving skills.
- Utilize strong time management, project management, dispute resolution and interpersonal relations skills.

Skills and Abilities

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- Focus, direct and manage the efforts of subordinate staff members and external legal, regulatory and legislative resources.
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced dynamic environment.
- Take responsibility and work independently, as well as coordinate team efforts.
- Be thorough and detail-oriented.
- Work accurately and swiftly under pressure.

- Demonstrate patience, tact, and courtesy.
- **Establish and maintain effective working relationships with those encountered during the performance of duties.**

Working Conditions

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. 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 up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.