

Job Description: **Assistant General Manager, Power Services Director**



Summary

The Assistant General Manager, Power Services Director works under general supervision of the General Manager and has responsibility for a wide range of matters to support Valley Clean Energy Alliance's (VCE's) mission and internal functions.

The Assistant General Manager functions as the chief deputy to VCE's General Manager backing that position up as may be needed on a variety of issues and tasks. The position will work in partnership with the General Manager in the areas of Agency strategic planning and long-term budget/operations development, power supply and power services planning and implementation, staff and vendor management, data management and call center oversight.

In addition to executive responsibilities, the Assistant General Manager will manage and/or have involvement in the following functional areas:

Integrated Resource Planning: The Assistant General Manager, Power Services Director manages and oversees VCE's integrated resource planning efforts. Work with staff/contractors responsible for developing the integrated resource planning reports. Coordinate with stakeholders, particularly VCE's Community Advisory Committee, to develop integrated resource plan portfolios and portfolio alternatives. Participate in regulatory proceedings related to integrated resource planning, and otherwise stay abreast of integrated resource planning regulatory requirements.

Energy Procurement: Work in partnership with VCE's wholesale energy services provider overseeing efforts related to: energy load forecasting, research and due diligence for potential power supply opportunities, negotiation of power purchase agreements, development and execution of VCE's renewable, local and zero-carbon procurement efforts, schedule coordination and related CAISO/power services, invoice validation, issue identification, and contract dispute resolution. The Assistant General Manager, Power Services Director is also responsible for the preparation/validation 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 VCE Board and public regarding power supply planning and resource allocation. Finally, the incumbent will actively

develop strategies to accelerate the deployment of local distributed energy resources, with a focus on their integration into VCE's long-term power supply mix.

Finance: Actively support development of additional funding streams, analysis and negotiations of financings that relate to energy supply and local energy development, and support budget analysis for rate design and rate setting.

Load Forecast: Oversee and direct development of VCE's short and long-term load forecasts in support of retail revenue forecasting and wholesale energy procurement.

Regulatory: Works closely with the General Manager and Regulatory Counsel to provide quantitative analysis focused on VCE's energy supply portfolio, VCE'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 technical and legal review of VCE contracts for power procurements and is a key member of the energy risk management and contract negotiation team.

Public: Provides back up for the General Manager and represents VCE as needed before regulatory and legislative bodies and with key industry groups focused on energy supply and the California energy market with responsibilities as the General Manager's delegate.

Supervisory Responsibilities: Incumbent supervises director-level positions in the absence of the General Manager as well as provides general oversight of the Wholesale Energy and Technical Energy Services Teams

Essential Duties and Responsibilities (Illustrative Only)

In the Area of Assistant General Manager:

- Serves as VCE's "chief deputy" backing up the General Manager in any areas needed
- Works with staff and contractors to implement and monitor operational plans, programs, and projects to meet strategic objectives and timelines
- Supervises assigned staff or contractors in the areas of wholesale and technical energy services load forecasting, and integrated resource planning
- Manages contracts, legal and regulatory/legislative affairs as may be needed
- Makes presentations to VCE's Board of Directors, Committees, and other stakeholders on Agency issues, program elements and outcomes
- Maintains professional and productive relationships with VCE member agencies, state and local industry groups and community organizations

In the Area of Power Services:

- Oversees the development of VCE's energy supply strategy, including energy risk management, renewable energy supply, local energy supply, zero-carbon energy supply and integration of distributed energy resources
- Oversees VCE's Wholesale Energy Service provider, and their activities in procuring and managing VCE's power supply.
- Leads analysis of VCE's load forecasting and provides strategic decision support to General Manager and

Board on policy decisions that involve VCE's load, energy supply portfolio, and energy expenses

- Serves on the VCE Enterprise Risk Management Oversight Committee which is responsible for implementing, maintaining, and overseeing VCE's risk management policy and for ensuring that procurement strategies are consistent with VCE's strategic objectives
- Responsible for managing the integrated resource planning process and overseeing staff and/or contractors in the preparation and filing of integrated resource plans with the CPUC.
- Assists with the administration of procurement processes for long-term resources, including RFPs, open season processes, and the assessment of unsolicited proposals
- Reviews and analyzes proposals for electric power supply submitted to VCE and its Wholesale Energy Service provider by developers and brokers
- Assists in preparation and presentation of information and recommendations to assist VCE staff and Board in assessing and identifying 'best fit' market opportunities for VCE
- 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 VCE power contract portfolio, evaluates the VCE resource portfolio and recommends adjustments
- Assists with performance auditing and monitoring for existing VCE contracts
- 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 they are proposed to VCE
- Represents VCE on external industry task forces and working groups as assigned
- Assists in managing and administering VCE's various renewable energy certificates
- Assists with preparation of compliance reports and materials related to VCE power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), The Climate Registry, California Air Resources Board (CARB), and the Department of Energy (DOE).

In the Area of Integrated Resource Planning:

- Works with the General Manager, Community Advisory Committee, Board, and other stakeholders to develop VCE's integrated resource plan.
- Oversees and manages the integrated resource planning process.
- Assists in review and development of integrated resource planning reports and filings
- Keeps abreast with other CCA's integrated resource planning efforts and maintains working relationships with counterparts in other CCA's (maintains what?)

In the Area of Programs:

- Works with the General Manager, Director of Customer Care & Marketing, Community Advisory Committee, staff and others in the development of a suite of complementary energy programs that enhances VCE's electric generation service and meets local and regional carbon reduction goals

- Develops and maintains external relationships with industry groups, key vendors, research institutions, and public and private sector organizations to assist in the development and implementation of priority programs and ‘public/private partnerships’
- VCE Manages financial obligations and planning for Agency programs and, longer term, for local power development

In the Area of Policy:

- Follows CPUC regulatory proceeds regarding integrated resource planning requirements.
- Represent VCE on the CalCCA subcommittees managing policy issues surrounding integrated resource planning, resource adequacy, and power procurements
- Reviews and provides comments on legislative initiatives impact power, power procurement, system reliability, etc.
- Follows California Independent System Operator stakeholder processes related to issues impacting CCAs.

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 Aggregator or closely related organization. Technical experience in the power services and/or utility industry is required.

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
- Electric utility resource procurement processes
- Use and management of renewable energy certificates to support mandatory and voluntary compliance programs, including familiarity of the Western Renewable Energy Information System (WREGIS)
- The California Independent System Operator (CAISO) settlement process
- The structure and content of standard power purchase agreements for various resource types
- Regulatory requirements of 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.
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC)
- Financial and resource modelling
- Microsoft Office software including Excel, Word and PowerPoint

Ability to

- Take responsibility and work independently, as well as coordinate collaborative efforts and achieve work goals through director-level staff and contractors.
- Think strategically with regards to community choice aggregator power portfolio issues
- 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.

- See the economic consequences of power resource portfolio decisions
- Be thorough and detail-oriented.
- Identify and solve problems effectively and expeditiously.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.
- Demonstrate patience, tact, and courtesy with internal and external contacts.
- 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 VCE's General Manager 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 & Computer 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 and other energy/financial analytics. Ability to work in various energy-related software programs, and general office applications such as Word, Power Point, and Excel.

Working Location and Conditions

VCE offices are in downtown Davis, California. This 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. The position occasionally requires lifting and/or moving objects up to 20 pounds. VCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant 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 General Manager and a safe driving record.

Compensation: Compensation for this position is commensurate with experience. A full benefits package is also offered as part of salaried employment.

Equal Opportunity Employment: VCE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Application Process:

The position is open until filled. To be considered for this position, please submit a detailed resume, cover letter, and three professional references to:

George Vaughn
Director of Finance & Internal Operations
604 2nd Street, Davis, CA 95616
530-446-2750
George.vaughn@valleycleanenergy.org

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure and the class specification. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral presentation, oral interview, or a combination.