



## **Job Opening: PROGRAM MANAGER (bilingual Spanish/English preferred)**

\$94,050 – \$156,750 annually

*Bilingual employees receive an additional \$2.00 per hour pay following a demonstration and verification of Spanish language abilities.*

For full details on the position and directions on how to apply:

<https://sonomacleanpower.org/job-opportunities>

Are you ready to lead the charge in shaping the future of local clean energy? Join Sonoma Clean Power (SCP) as a Program Manager!

SCP is on the lookout for an analytical and experienced Program Manager to play a key role in delivering on our Mission to turn the tide on the climate crisis, through bold ideas and practical programs. As the community-owned electricity provider for Sonoma and Mendocino counties, SCP is at the forefront of California's clean power transition, and we need an innovative thinker like you to join our team!

### **About Sonoma Clean Power (SCP)**

SCP is not just an electricity provider; we are a catalyst for change. We procure electricity from clean, renewable sources including solar, wind and geothermal. Our commitment to clean energy has made us a leader in the industry, and we've been providing an optional 100% local renewable source since 2014.

### **Summary Description**

As our Program Manager, you'll be a key player in developing new customer programs, forming partnerships with local, state, and federal agencies, prepare funding applications for grants and other program financing, and perform detailed research and technical analyses of a broad variety of program and customer data.

The ideal candidate will be bilingual in Spanish and English, have technical understanding of building science principles, including energy efficient design and electrification technologies, in addition to a general understanding of the California energy industry, emerging energy efficiency and fuel switching technologies, and the electric power grid.

Visit [www.sonomacleanpower.org](http://www.sonomacleanpower.org) to learn more about SCP.

**To apply, please email a cover letter, resume, and references as a single PDF to:**  
[jobs@sonomacleanpower.org](mailto:jobs@sonomacleanpower.org).

**THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER**



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### **SUMMARY DESCRIPTION**

The individual in this position will be responsible for significant portions of program design and implementation in the areas of customer energy efficiency, demand response, distributed renewable energy, electrification, transportation, 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 and experience in program management, contract management, public engagement, and technical expertise in energy efficiency, building science, electrification, and demand response. This position works to form partnerships and secure funding for customer programs. They create written and oral presentations frequently. They will work within a team to produce trainings and workshops for the community, 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 and Mendocino 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 underserved communities.

### **REPORTING AND SUPERVISION**

General supervision is received from the Director of Programs who reports to the Chief Operations Officer. This position may exercise functional and technical supervision over assigned staff.

The FLSA classification of this position is Non-Exempt.

## **ESSENTIAL JOB FUNCTIONS**

*These job functions, in general terms, describe the type and level of work performed as well as the responsibilities of employees hired for this position. Management reserves the right to add, modify, change, or rescind the work assignments of any position 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 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 and quality control.
- Manage day-to-day program implementation for specific customer programs.
- Work with energy efficiency product vendors and contractors to develop and manage energy efficiency research in the Sonoma Clean Power service territory.
- Work with SCP staff, energy efficiency product vendors, local partners, PG&E, and contractors to manage a marketplace where energy efficiency products can be tested and purchased.
- Work to develop and conduct trainings for contractors, homeowners, building inspectors, and others.
- 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.
- Assist on the development and management of SCP's programs budget.
- Write staff reports and prepare and make 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.
- Have the ability and understanding to adhere to the Personnel Rules and Policies of SCP.
- Perform related duties and responsibilities as required.

## DESIRED KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge and Skills:

- Excellent verbal and written communications skills, including the ability to synthesize and communicate complex topics to technical and non-technical audiences.
- Strong technical expertise and experience in the fields of energy efficiency, electrification, and/or demand response, with an emphasis on technical consulting or program management experience.
- Technical understanding of building science principles, including energy efficient design and electrification technologies.
- An understanding of the mission, goals, policies and purposes of SCP.
- General understanding of the California energy industry, emerging energy efficiency and fuel switching technologies, and electric power markets, including demand response.
- General understanding of the principles of electricity generation and electric transmission and distribution methods.
- Understanding of California's Community Choice Aggregation (CCA) model.
- Understanding of the structure and function of the California electric power grid.
- Understanding of electric vehicle industries, charging infrastructure, laws and issues.
- Knowledge of distributed generation and energy storage technologies and issues.
- Knowledge of and ability to aid with integrated resource planning.

### Ability to:

- 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.
- Ability to analyze distribution level power infrastructure to determine its ability to absorb renewable energy, storage, and demand response.
- Ability to analyze and interpret customer service metrics to enhance and improve SCP service and retain customers.

## REQUIRED QUALIFICATIONS

*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:** Bachelor's degree or substantial coursework from an accredited college or university with coursework in engineering, energy, environment, 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. Bilingual proficiency (English/Spanish) is highly desirable.

## **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 SCP's policies and procedures one-to-one and in group settings.

**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 20 pounds. Employees must be able to communicate in person, in writing, and by telephone.

**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 audio range with or without correction.

**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 SCP management, Board, staff, vendors, the public, and others encountered during the course of work.

*SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders, sexual orientations, ages, physical abilities, genetics, politics, religion, financial wealth, and education feel welcome, safe, and invited to fully participate at every level. SCP further seeks to contribute to a more inclusive and equitable society through our actions, our communication, our policies, and our investments. SCP expects all its employees to contribute to these goals.*

**SONOMA CLEAN POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY  
(EEO)/ AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER**