



JOB DESCRIPTION

ENERGY MARKETS ASSOCIATE

(salary range \$60,000 to \$95,000 per year)

SUMMARY DESCRIPTION

Persons working in this job class will receive direct supervision from the Managing Director of Power Procurement and work across the organization with Sonoma Clean Power (SCP) staff in some or all functions related to power supply planning, compliance reporting, data requests, and settlements. This individual will collect, assemble, analyze, and interpret data from manual and automated information systems and related programs. This position will track and validate complex California Independent System Operator (CAISO) multi-settlement invoices, power services energy and capacity invoices, and prepare related reports to management. The individual in this position will serve as the primary contact between SCP and our Scheduling Coordinator. Coordination between SCP operations and our outside accounting firm will be critical. This position will be required to work independently and prepare data and reports for management.

Qualified candidates must be well organized, work collaboratively and effectively as a member of a team in a fast-paced environment, think critically, possess a keen attention to detail, and have strong written and oral communication skills.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

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

Responsibilities may include:

- Conduct front and back office support for the Procurement department.
- Track and validate complex California Independent System Operator (CAISO) multi-settlement invoices and prepare related report(s) to management.
- Validate energy and capacity invoices, produce invoices to buyers, and process for payment.
- Prepare and provide economic and econometric reporting to agencies such as the U.S. Energy Information Administration, California Public Utilities Commission, CAISO, and the California Energy Commission.
- Serve as the primary contact to SCP's Scheduling Coordinator.
- Validate deal input, confirmations, and settlements.
- Provide tracking and position keeping analysis for management.
- Provide support for scheduling coordination and load forecasting functions.

REQUIRED EDUCATION, SKILLS AND EXPERIENCE

Education: Bachelor's degree in Accounting, Business, Economics, or a related field,
AND

- The ability to work with complex data and reports.
- Proficiency in using MS Office suite products, specifically Excel, Outlook, and Adobe Acrobat. VBA, SQL and data analytics tools a plus.
- Understanding of California's Community Choice Aggregation (CCA) model.
- Knowledge of the goals, policies, purposes, and history of SCP.
- Excellent verbal and written communications skills.

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 during the course of work in individual 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.

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.

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.

THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER