



## **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 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. Makes written and oral presentations frequently. Works within a team to produce training and workshops to 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.

### **SUPERVISION RECEIVED AND EXERCISED**

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.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*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.*

- 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.
- Assistance 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.
- Performs related duties and responsibilities as required.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

### 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: 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

## **RECOMMENDED SKILLS AND KNOWLEDGE**

- 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. 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.
- 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.
- 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.
- 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.

## **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.

***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.

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

This position will remain open until filled.

*SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders and gender identities, sexual orientations, ages, physical and mental abilities, genetics and ancestry, 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 of its employees to contribute to these goals.*

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

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