



**DRAFT: Attachment 7 - Job Description
Chief Executive Officer**

Background

Alameda County and 11 of its cities have agreed to form the East Bay Community Energy Authority (EBCE), a non-profit public Agency formed in 2016 that will operate a Community Choice Energy program within its service territory. EBCE’s purpose is to provide cleaner, greener and more locally produced electricity at competitive rates for the residents, businesses, and municipal facilities in Alameda County.¹

EBCE’s program will allow participating local governments to pool the electricity demands of their communities in order to increase their purchasing power for higher renewable power content, and invest in local energy infrastructure and energy efficiency programs. EBCE will be locally controlled and ratepayer supported, with no taxpayer subsidies. By law, as a Joint Powers Authority, EBCE can only be funded through program revenues. Its budget is completely separate from the general funds of participating local governments. There will be a dedicated staff to run day-to-day operations of the Agency and provide customer support. Monthly Board meetings are open to the public.

Summary

The Chief Executive Officer (CEO) will report to the Board of Directors of East Bay Community Energy and will provide strategic leadership and direct all activities within the organization. The CEO will coordinate all aspects of launching and operating the CCA program, and building it into an innovative enterprise that benefits Alameda County residents and businesses. The CEO will have responsibility over the functional areas of power procurement and resource planning, internal operations, marketing and community affairs, finance, regulatory and legislative affairs. The CEO will utilize a combination of internal staff and contractor support as may be needed to perform the required functions of EBCE.

Essential Duties and Responsibilities

- Directs the daily operations of EBCE and supports the Board of Directors in setting the strategic direction of the Agency
- Plans, organizes, directs and evaluates the activities of Agency staff and the establishment of employment policies and procedures. Selects and trains professional and management staff; assigns and reviews work of department heads or other direct reports; establishes employee performance standards; trains and counsels employees; takes or approves disciplinary actions
- Negotiates and administers Agency contracts with energy service providers and other outside consultants or contractors

¹ EBCE service territory may expand in the future to include additional counties and cities.

- Plans and recommends program and policy direction for EBCE; directs the development of Agency operational and program policies; explains, advises and recommends action on policy matters to the Board of Directors and relevant Board committees; advises the Board of problems and potential problems, and recommends appropriate course of action
- Consults with and solicits the cooperation of the EBCE Community Advisory Committee and various business, labor, community groups and government agencies in assessing, identifying and analyzing energy program goals and objectives in Alameda County; develops responsive programs to meet those goals and objectives
- Develops agreements, methods and procedures to implement, administer and evaluate the EBCE's programs; oversees and directs regulatory compliance reviews and analyzes performance outcome measures to determine program effectiveness; develops process improvement plans and strategies to enhance service delivery; reviews project metrics and related records in order to assess the progress of key initiatives and to assure effectiveness and compliance.
- In coordination with the Board of Directors, general counsel and relevant committees of the Board, engages in developing strategic, operational, and power resource plans and policies, and implementing adopted plans and policies
- Analyzes the impact of newly-enacted State and Federal legislation and regulatory decisions on EBCE policies and operations; addresses legislative and regulatory bodies to influence or persuade them to take supportive actions related to protecting and advancing EBCE program goals; makes recommendations and decisions regarding EBCE legislative and regulatory positions; tracks, reviews and critiques CPUC proceedings, rulemakings and proposed legislation, initiates studies of technical problems and recommends necessary actions.
- Prepares and administers an annual operating budget anticipated to be in excess of \$500M; establishes, revises and maintains Agency fiscal policies including operating reserves and debt/credit limits; negotiates and monitors Agency debt and works with Treasurer and Finance Director to oversee financing of Agency operations and projects, establishment of accounting systems and procedures to efficiently and accurately monitor income sources and expenses, provide internal accounting controls and financial reports; oversees annual independent audit for EBCE.
- Develops and implements data and management information systems in order to track and analyze customer programs, customer relationship management, grid-related data systems, and performance measures
- Directs the preparation, review and approval of technical reports and proposals; researches, identifies, develops and negotiates public and private funding opportunities in order to support Agency goals and programs; identifies grant funding opportunities and submits grant applications for funding; issues directives related to fund distribution, and policy and procedural constraints of grant requirements
- Coordinates program planning with jurisdictions participating in EBCE, other relevant jurisdictions, federal funding agencies and community and business groups; stays abreast of community, social, and political issues and their relevance to and impact upon EBCE's programs;
- Directs the development of a public affairs program to inform the public about operations, services, programs, goals and objectives; provides consultation to individuals, citizen groups, business organizations, consultants and governmental agencies on all matters related to Authority operations

- Represents EBCE at governmental hearings, in front of administrative bodies, and at public meetings
- Performs related duties as assigned by the Board of Directors

Minimum Qualifications

- Strong leadership, decision-making and executive level management skills; must be knowledgeable of the energy process, California energy market, and the role and function of a community choice energy program.
- Ability to design and implement programs that enhance the EBCE jurisdiction's economic and environmental health, including local renewable energy facilities, local energy programs, energy efficiency and demand management programs, and adoption of cost-effective energy technologies.
- Experience tracking, engaging in and responding to community and industry developments, anticipating and addressing challenges, and seizing emerging opportunities.
- Experience building and managing a multidisciplinary team of staff and contractors with expertise in the operational aspects of power procurement and power planning, regulatory and legislative affairs, the economics of retail and wholesale electricity markets, renewable power development, emerging technological advances in the energy industry, and state and federal compliance requirements and procedures.
- Experience working with external stakeholder groups including labor unions, energy services and power suppliers, local advocacy organizations, the California Public Utilities Commission (CPUC) and investor owned utilities, including but not limited to Pacific Gas & Electric Co.
- A continual record of career advancement with quantifiable successes that include executive management of multiple functions within a utility or related organization and a track record of successful board management and relationships.

Education

Any combination of educational course work and training, which would provide the necessary knowledge and abilities for the position such as: degree from accredited university with emphasis in energy, environment, engineering, natural sciences, public administration, public policy, business administration, economics, finance or a closely related field. A Master's Degree is desirable but not required commensurate with experience.

Experience

Any combination of experience and training that complement and expand competencies beyond educational credentials such as ten years of full-time administration/senior management experience supervising professional staff engaged in energy-related fields, including specific experience in financial, program and organizational operations, analysis and planning. Experience launching and managing a complex organization with a 12-member Board of Directors, 25-50 employees, and an annual budget approximating \$500M is highly desirable.

Knowledge Of:

- Energy principles, California energy market functions, and electric generation procurement, development and service delivery functions
- Current issues in demand-side management, renewable energy, climate change, and energy policy
- Municipal operations and public agency protocols including board and governance management, public procurement procedures, and the Brown Act
- Programs, functions and operations of investor-owned utilities, California Independent System Operator, California Energy Commission, California Air Resources Board, and the California Public Utility Commission

Ability To:

- Lead long-range strategic and fiscal planning for Agency development and program design process, including needs assessments, project design, proposal development, budgeting, marketing strategy, customer relations evaluation components of each
- Identify and direct grant opportunities and negotiate complex contracts
- Prepare, administer, and monitor program budgets to meet contractual and statutory requirements
- Provide program management guidance for staff and the public
- Assure compliance with program goals, policies and procedures and lead a continuous improvement process
- Develop risk management policies and contingency plans to address changing program needs
- Coordinate the preparation of professional reports as required by the EBCE Board, funding agencies and other interested parties
- Handle multiple projects simultaneously within stringent time constraints
- Manage staff and contractors to ensure that deliverables are received within contracted time, quality, quantity and cost requirements
- Exercise discretion and independent judgment
- Maintain a good working relationship with members of the Board and Committees, EBCE staff, external stakeholders, contractors and clients

Compensation

This CEO will be retained by EBCE as an independent contractor until EBCE has established permanent employee benefits and polices. At that time, estimated to be within 6-8 months of the initial contract, the position will convert to a full-time salaried employee of the Agency. Salary for this position is negotiable depending upon an individual's qualifications and experience. A competitive benefits package will also be offered and made available after the independent contractor is converted to an employee of the EBCE.

How To Apply:

The materials listed below must be electronically submitted in PDF format to _____ . All applicants must submit required materials no later than _____ .

1. Current Resume

2. Cover letter with responses to the following topics:

- A summary of your qualifications, specifically your executive leadership, budget/finance, governance and personnel management, and energy market or utility experience
- A description of your experience establishing, growing and leading an organization with regional impact
- An example of a time when you successfully managed competing political interests among parties, including the skills and techniques you utilized, and the outcome.
- An example of a complex contract negotiation that you were directly involved in and its outcome

3. Three professional references

All applicants must submit the above referenced materials no later than 5:00 p.m. on _____, 2017 to:

The East Bay Community Energy Authority
c/o Alameda County Community Development Agency
Attention: Lucy Romo
224 W. Winton Avenue, Rm 110
Hayward, CA 94544

For questions or more information about this position, please contact XX at (510)... For questions regarding the application and selection process, you may contact XX, at (510) or by e-mail at XXX