



**The Silicon Valley Clean Energy Authority
Invites Applications for
Power Contracts and Compliance Manager**



**Annual Salary
\$126,000—\$198,000
plus competitive benefits**

About Us

The Silicon Valley Clean Energy Authority is a new local public agency formed in March 2016 to bring cleaner energy to residents and businesses in participating communities. Participating jurisdictions include Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, Mountain View, Saratoga, Sunnyvale and the unincorporated areas of Santa Clara County. SVCE is guided by a Board of Directors, which is comprised of a representative from the governing body of each member community.

The principal purpose of SVCE is to implement a Community Choice Energy (CCE) program for its member communities. SVCE will purchase electricity on the open market from clean generation sources (such as solar, wind, and hydropower) on behalf of customers in its service area. Electricity will still be delivered over the existing transmission system, which will continue to be owned and operated by the current electric utility. Implementing a CCE program helps achieve local community climate actions goals.

SVCE is in startup mode. The program will serve more than 240,000 customer accounts has started its and first customer phase in April 2017. In the meantime, many operational aspects of the new agency and program are continuing to be built. Led by Tom Hashi, CEO, Silicon Valley Clean Energy now seeks to build its flagship team to develop the key administrative, marketing, and power resource management functions needed to launch this exciting and important program.

Mission

Silicon Valley Clean Energy (SVCE) will provide residents and businesses a new choice to the traditional utility model: a community-controlled power supplier that offers electricity from a higher percentage of renewable energy sources at competitive rates. The twelve participating communities in Santa Clara County have partnered to offer cleaner, greener power.



The Position

The Power Contracts and Compliance Manager is responsible for contract monitoring, facilitation, and management as well as invoice review and validation to support Silicon Valley Clean Energy power supply contracts. In addition the position assists with the administration of power procurement processes, ongoing correspondence with counterparties including contract development and performance tracking, and compliance with regulatory requirements related to power supply.

Essential Duties

- ◆ Establish standard operating procedures, protocols and safeguards to ensure procurement team decision making processes are aligned with agency goals.
- ◆ Assist with drafting of new vendor and supplier agreements.
- ◆ Serve as point of contact for counterparties in negotiations for supply agreements.
- ◆ Assist with creation of materials to facilitate Board review of potential supplier agreements including staff reports, supporting information, and presentation materials.
- ◆ Manage stakeholder relationships, including PPAs, interconnection, staff and consultants, permitting agencies, community and public relations.
- ◆ Assist with the administration of RFP processes, the open season process and the assessment of unsolicited proposals.
- ◆ Conduct research and other due diligence to compile relevant information as needed for staff, technical consultants, legal consultants and Board members.
- ◆ Track all steps needed to reach contract finalization, up to, and including, contract execution.
- ◆ Monitor and manage assigned counterparty relationships to support performance and contract compliance.
- ◆ Conduct performance auditing and monitoring for power supply contracts, including contract milestones and deliverables.
- ◆ Manage vendor and contractor agreements.
- ◆ Identify opportunities for portfolio optimization, budget savings, congestion cost avoidance and project development.



- ◆ Interface with power suppliers and contractors regarding timely invoicing.
- ◆ Receive, file and process invoices in a timely and correct manner.
- ◆ Perform validation on invoices as assigned to insure accurate charges and credits have been applied.
- ◆ Perform CAISO statement validation and CAISO cost recovery from counterparties as provided for in contract terms.
- ◆ Manage SVCE's various renewable energy certificate accounts within the WREGIS system.
- ◆ Prepare or assist with compliance reports and materials related to SVCE power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), The Climate Registry and the Department of Energy (DOE).

The Ideal Candidate

To be considered, candidates must have a knowledge of:

- ◆ Principles and practices of contract management.
- ◆ Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar and hydroelectric.
- ◆ Procurement process and use of renewable energy certificates to support mandatory and voluntary compliance programs.
- ◆ The California Independent System Operator (CAISO) settlement process.
- ◆ The structure and content of standard power purchase agreements for various resource types.
- ◆ Renewable energy project development including environmental and local use permitting, interconnection agreements and processes.

- ◆ 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.
- ◆ The Western Renewable Energy Information System (WREGIS).
- ◆ Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC).

Education and Experience

Education: A Bachelor's degree in engineering, business, economics or accounting.

Experience: Five years of progressively responsible experience at an electric utility, municipal utility, Community Choice Aggregation program or in a closely related field. Technical experience in the management of contracts is required.



Compensation and Benefits

The salary range is \$126,000—\$198,000 per year, depending on qualifications. Additionally, the Authority offers a competitive benefits package.

Application and Selection Process

The position is open until filled with the initial screening beginning May 15, 2017. To be considered for this position, please submit a SVCE application, detailed resume, cover letter, and three professional references to:

Shellie Anderson
Bryce Consulting, Inc.
3436 American River Drive, Ste. 7A
Sacramento, CA 95864
Tel: 916-974-0199 Fax: 916-974-0224
Email: sanderson@bryceconsulting.com



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.

The full class description and an SVCE application can be found at:
www.SVCleanEnergy.org/JoinOurTeam

