

The Valley Clean Energy Alliance (VCEA) is seeking experienced, dedicated and well-qualified applicants for the position of Chief Executive Officer.

### **VALLEY CLEAN ENERGY ALLIANCE**

VCEA, formed in 2016, is a joint powers authority (JPA) made up of the County of Yolo and cities in the County, including Davis and others to be determined. VCEA was formed in accordance with California state law to implement a Community Choice Aggregation (CCA) or Community Choice Energy (CCE) program. VCEA's purpose is to provide the residents and businesses in Yolo County with choices regarding how their electricity supply is sourced. The VCEA board and the VCEA Chief Executive Officer (CEO) will direct the Valley Clean Energy (VCE) program. The VCE program will allow participating local governments to pool the electricity demands of their communities, increase their purchasing power for higher renewable content, and invest in local energy infrastructure and energy efficiency programs.

The VCE program will introduce competition into the local energy marketplace, providing local ratepayers with choices about the renewable energy content of the electricity they purchase. As a local government organization, VCEA will be accountable to the communities it serves. VCEA will offer blended or pure renewable electricity at rates competitive to or lower than the current energy supplier, thus allowing Yolo County to accelerate greenhouse gas reductions by causing additional renewable energy generation to be deployed. .

The VCE program aspires to be exemplary in ways that will require consummate leadership and vision on the CEO's part. Yolo County's unique demographics and diverse strengths create an opportunity not only to provide cost effective renewable electricity supply across the county but also to partner with individual member jurisdictions and their businesses, institutions and energy users to maximize local economic impact and carbon footprint reductions. A central managerial challenge will be to ensure financial stability while creating flexible organizational capacity to aggressively exploit opportunities inherent in California's electricity sector decentralization, decarbonization and democratization. Such opportunities may include development of local energy resources, innovative energy efficiency programs, aggregation of end-use facilities in micro-grid configurations and/or to provide grid services, and synergies with other municipal services including water supply, wastewater treatment and broadband fiber-optic cable. The CEO will need to provide leadership and assistance to as yet undefined initiatives aiming at local climate change mitigation and adaptation and more locally integrated and resilient infrastructure. Finally, while there is currently limited collaboration between CCAs/CCEs and incumbent electricity distribution utilities, the CEO will be expected to explore and develop collaborative opportunities with PG&E that can benefit VCEA member communities and that would be more costly or challenging for VCEA or PG&E to undertake by itself. This will require a high level of community and advisory engagement, which the CEO will need to organize, support, and empower.

## **THE CHIEF EXECUTIVE OFFICER (CEO)**

The CEO will be responsible for all aspects of launching and operating a highly-visible start-up organization and building it into an innovative enterprise that benefits Yolo County residents, businesses and communities. The CEO will direct all activities of the VCEA, including operations, resource procurement and planning, customer service, energy infrastructure development, finance, legal and regulatory affairs, external communications and strategic planning. The CEO will report to a Board of Directors determined in accordance with the VCEA JPA agreement to represent the JPA members, and will work with numerous stakeholders including County residents, businesses, labor representatives, government officials, and experts in the fields of energy and utility services. The CEO will initially rely on a combination of internal staff and contractors, as well as support from staff of JPA member jurisdictions, to achieve VCEA's objectives.

The VCEA CEO will be expected to:

- Build and manage a high performing, multidisciplinary team of staff and contractors with expertise in the engineering and operational aspects of energy systems, the economics of retail and wholesale electricity markets, renewable power development, emerging technological advances in the industry, and state and federal regulatory frameworks and procedures;
- Implement programs that enhance the county's economic and environmental health, including local renewable energy facilities, energy efficiency building retrofits, and the adoption of cost-effective new technologies; and
- Track industry and market developments, anticipating and addressing challenges, and seizing emerging opportunities.

### ***Administrative and Management Requirements***

This position requires substantial knowledge of all of the administrative and operational aspects of a public energy utility, including resource planning, renewable energy supply development and procurement, finance, marketing, rates, energy efficiency and conservation, customer service, public and governmental relations. The ideal candidate will have relevant energy sector experience, strong skills in budget development and management, knowledge of accounting and finance, understanding of electric energy rate formulation, and a commitment to exemplary customer service. The CEO will be expected to effectively recruit, train, develop, and retain staff, and to successfully select and manage contractors and vendors. These traits should be reflected in:

- Strong leadership, delegation and decision-making skills; proven ability to effectively seek and use available technical, economic, policy and strategic advice from staff and consultants;
- Demonstrated ability to organize and lead high performing teams, successfully integrating short and long term goals, internal team and outsourced efforts, and strategic and operational plan execution;
- Knowledge of the energy sector and the roles, functions and essential relationships of a CCA/CCE program;
- Experience and prior professional responsibility aligned with VCEA's goals and vision; and

- A track record of participation in, and preferably leadership of, a start-up organization/program or competitive business venture, whether in the public or private sector.

### ***Collaboration and Community Relations***

The CEO's and VCEA's success will depend on fostering and maintaining strong relationships with a Board of Directors; city, county, and state governments; customers; employees; the California Public Utilities Commission (CPUC); and other key stake-holders and collaborating organizations including the incumbent electricity distribution utility, PG&E. The CEO position will require outstanding communication and interpersonal skills; negotiating and consensus building skills will also be valued attributes. Ideal past experience should include:

- Ability to manage input from outside stakeholder groups and influences from multiple political jurisdictions;
- Experience with facilitating and using community-based expert advisory committees to provide reliable expert advice regarding strategic and policy choices; and
- Professional and/or volunteer experience in Yolo County.

### **ESSENTIAL DUTIES**

The CEO will direct the start-up and ongoing operations of the VCEA. Duties will include but are not limited to the following:

#### ***Relationship with the Board of Directors***

- Exercises authorities delegated by the VCEA Board of Directors, including authorization of electricity purchases, management of contracts, and direction and supervision of staff.
- In coordination with the Board of Directors and the jurisdictions participating in the VCEA, engages in strategic and resource planning, and implements the adopted strategic and resource plans.
- Plans and recommends program and policy direction for the VCEA; develops or directs the development of program policies; explains, advises and recommends action on policy matters to the Board of Directors; and advises the Board of Directors of problems and potential problems and recommends appropriate courses of action.
- Performs related duties as assigned by the Board of Directors.

#### ***Program Implementation and Operations***

- Develops agreements, methods and procedures to implement, administer and evaluate the VCEA's programs; oversees and directs program compliance reviews and analyzes performance outcome measures to determine program effectiveness; develops process improvement plans and strategies to enhance service delivery; and reviews projects and related records in order to assess the progress of projects and to assure program continuity and compliance.

- Prepares and administers an annual budget; establishes, revises and maintains accounting systems and procedures in order to effectively monitor revenues and expenses, and to provide internal accounting controls; and certifies the purchase of supplies, equipment and services.
- Develops and implements management information systems in order to track and analyze performance measures. Directs the preparation, review, and approval of fiscal, special and technical reports, and proposals; researches, identifies, develops and negotiates public and private funding opportunities in order to support programs; submits grant applications for funding of research and planning projects; and issues directives related to fund distribution, and policy and procedural constraints of grant requirements.
- Coordinates operational activities with jurisdictions participating in the VCEA and, as appropriate, other relevant jurisdictions, state and federal funding agencies, and community and business groups.
- Directs the development and execution of a public relations program to inform the public about VCEA operations, services, programs, goals, and objectives; provides consultation to individuals, citizen groups, business organizations, consultants, and governmental agencies on all matters related to VCEA operations.

### ***Regulatory and Political Engagement***

- Analyzes the impact of newly-enacted state and federal legislation and CPUC decisions and action on operations; addresses legislative and regulatory bodies to influence or persuade them to form supportive opinions or take actions related to advancing program goals; reviews economic trends and regulatory changes to determine the impact on operations; reviews and critiques codes and ordinances; and initiates studies of technical problems and recommends revisions.
- Stays informed on community social, economic and political concerns and their relevance to and potential impact upon VCEA programs.
- Represents the VCEA at governmental hearings, in front of administrative and regulatory bodies, and at public meetings.
- Plans, organizes, directs and evaluates the activities of subordinate staff; interviews, selects and trains professional and management staff; assigns and reviews work; establishes performance standards; evaluates staff performance; trains and counsels employees; takes or approves disciplinary actions; and negotiates and administers agreements with consultants and contractors.

### **SALARY AND BENEFITS**

The annual salary for this position is negotiable based on experience, energy industry salary standards and local living costs. A competitive benefits package will also be offered.

### **QUALIFICATIONS**

Education: Any combination of educational course work and training which would provide the knowledge and abilities listed above, such as an undergraduate degree with a focus on engineering,

natural sciences, public administration, public policy, business administration, economics, finance, or a closely energy related field. A Master's Degree in an energy related field is desirable.

Experience: Any combination of experience and training which complement and expand competencies beyond academic disciplines and which would provide the opportunity to acquire the knowledge and abilities listed above, such as ten years of full-time administration/management experience supervising professional staff engaged in energy-related fields, including specific experience in financial, budget, program and organizational administration, analysis and planning.

Knowledge of:

- Electricity rate-setting principles
- IOU, CEC, and CPUC authorized efficiency and renewable programs
- Locally applicable renewable energy technologies and applications
- Local climate action planning and strategy
- Energy supply, delivery and usage principles
- The California energy market and specifically rules and standards related to electricity supply portfolio development and management
- Related regulatory and statutory issues and requirements
- Community choice aggregation and its business model and evolutionary possibilities
- Electricity generation project and system operations
- Current issues in demand-side management, renewable energy, climate change, and energy policy
- Municipal governance and operational procedures related to public sector services
- Current and relevant computer, data management and technology-related applications and functions.

Skills and ability to:

- Lead long-range strategic and fiscal planning for program development
- Negotiate contracts and manage sub-contractors to ensure deliverables are received within contracted time, quality, quantity and cost requirements
- Manage customer communications and relations to achieve high levels of customer satisfaction, program awareness and community engagement
- Lead a program development and design process, including needs assessments, project design, proposal development, marketing material preparation, and evaluation components
- Plan, schedule, budget and allocate program resources
- Prepare program budgets to meet contractual and statutory requirements, administer program budgets, and control and monitor program related expenditures
- Provide program management, and to provide guidance for staff and the public
- Monitor, evaluate, and assure compliance with program goals, policies and procedures
- Lead a continuous improvement process
- Develop contingency plans to address changing program needs

- Coordinate the preparation of periodic and ad-hoc reports as required by the VCEA board, funding agencies and other interested parties, and ensure all reports are accurate, comprehensive, timely, well documented, and maintain program credibility
- Handle multiple projects simultaneously within pre-determined time constraints
- Exercise discretion and independent judgment
- Maintain a good working relationship with staff, stakeholders and clients
- Apply excellent communication, management, and personal skills
- Comply with the Brown Act and municipal governance procedures
- Manage energy efficiency and renewable energy programs
- Write grant proposals

#### **APPLICANT SCREENING CRITERIA (ALL APPLICANTS)**

- Experience with energy sector issues and operations
- Experience with utilities' or enterprise agencies' planning and operations, and/or comparable energy industry experience.
- Organization/program and/or competitive business venture start-up experience
- Skills to build and manage an integrated team, i.e., mix of staff from multiple local jurisdictions, support services and vendor contributions
- Skills to manage transition from primarily out-sourced to primarily internal team based implementation
- Skills to manage successful on-going community and stakeholder engagement

#### **EVALUATION CONSIDERATIONS (QUALIFIED APPLICANTS AND FINALISTS)**

- Comfort/experience with public sector ventures, electricity sector technologies and economics, and technology-intensive industries
- Familiarity with policies and legislation governing California electricity sector investment and transformation
- Strategic business development experience
- Local and regional knowledge and insight
- Comfort/experience with business planning and operations in emerging, evolving and regulated markets
- Capacity for integrative thought, planning and decision-making
- Capacity for pragmatic and anticipatory vision