

COMMUNITY ENERGY - DIVISION MANAGER

City of San José, CA





THE COMMUNITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted *Envision San José 2040*, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with members of the community through Council-appointed boards and commissions.

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In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnergy Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by 6,250 positions and a total budget of \$3.5 billion for the 2017-2018 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

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THE COMMUNITY ENERGY DEPARTMENT

To help accomplish its goal of being both innovative and environmentally responsible, the City of San José created the Community Energy Department in August 2017 to administer San José Clean Energy, the City's brand new Community Choice Energy (CCE) program. The mission of the Community Energy Department is to reduce Citywide greenhouse gas emissions, lower energy rates, and provide our community with a choice of energy providers, in addition to providing transparency, accountability, and outstanding customer service.

The Community Energy Department will begin a phased process of rolling out clean energy services to municipal facilities, residents, and commercial customers in September 2018, and will be fully operational in March 2019.

THE POSITION

Reporting to the Deputy Director of Power Resources, the Division Manager will be responsible for planning, organizing, coordinating, and undertaking complex energy resource planning and procurement activities; supply and demand-side management plans; energy risk management; forecasting; benchmarking; preparing reports; validating invoices; California Independent System Operator (CAISO) scheduling and settlements; and technical compliance with applicable federal, state, and local laws in support of the City of San José's Community Energy Department. Typical duties of this position may include, but are not limited to:

- Negotiating and managing power supply contracts, services, and agreements; determining rates and service terms; preparing bids and specifications; overseeing the most complex consultant and contract agreements.
- Collaborating with other organizations and representatives, regulatory agencies, and the public; ensuring program compliance and making recommendations to meet the needs of the public and City; potentially serving as a liaison to electric utilities and governmental agencies.
- Monitoring power supply resources operations to ensure compliance with policy directives, federal and state laws, rules and regulations, and local codes and standards and risk management regulations; track and prepare reports regarding market conditions and values; providing direction on the implementation of changes to organizational processes and policies to ensure compliance with energy market requirements, improve operations, mitigate risks, increase revenue, and decrease costs.
- Conducting studies, analyzes data, and preparing recommendations related to energy resources planning, supply and demand, energy risk management, and forecasting; overseeing customer survey projects.
- Developing and implementing short and long term operating and financial plans, including but not limited to developing mark to market reporting; portfolio performance assessment; energy trends; forecasting; and cost and schedule tracking systems.
- Keeping abreast of power supply and energy developments and programs and evaluating opportunities for new sources or available technology.

The Community Energy Department is in the process of developing new classifications related to power resources. In the interim, the Department is seeking to fill one Division Manager position in the Power Resources division. The Division Manager position is currently approved through June 30, 2019. Once the new classifications are finalized and approved by City Council, the incumbent in this position will be placed into the new classification.

EDUCATION & EXPERIENCE

Requires a Bachelor's degree in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or related field to the utility business AND six (6) years of progressively responsible, directly related experience, including three (3) years of supervisory experience. Master's degree is preferred.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

COMPENSATION & BENEFITS

The salary range for this position is **\$103,321.47 to \$157,656.95** per year. The Division Manager also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. In addition, the City provides an excellent array of benefits, including:

- **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- **Health Insurance** – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- **Holidays** – The City observes 14 paid holidays annually.
- **Deferred Compensation** – The City offers an optional 457 Plan.
- **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits Website: <http://www.sanjoseca.gov/index.aspx?NID=707>.

HOW TO APPLY

Apply immediately at www.alliancerc.com. Applications will be reviewed as they are received and interviews will be scheduled in mid-October, 2018. For questions and inquiries, please contact:

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