



Opportunity Overview

The [Silicon Valley Community Choice Energy Partnership](#) (SVCCEP) is conducting a streamlined search for a qualified six-month contract Chief Executive Officer (CEO) to help launch the region's newest Joint Powers Authority. This is an exciting opportunity to provide leadership and direction to the formational Silicon Valley Clean Energy Authority (SVCEA), scheduled to provide cleaner, greener energy at competitive rates to participating customers by the winter of 2016/17. To meet these objectives, the SVCEA's contract Interim CEO will direct the Authority's operations, resource procurement and planning, organizational development, finance, regulatory affairs, external communications and strategic planning. Ideal candidates will thrive in a fast-paced, progressive, start-up organization that serves a Board of Directors representing communities across Santa Clara County.



The Partnership

The Silicon Valley Community Choice Energy Partnership is sponsored by the Cities of Sunnyvale, Cupertino and Mountain View, and the County of Santa Clara (unincorporated County areas). Eight other communities in Santa Clara County participated in the Partnership's Technical Study, completed in November 2015. This Study evaluated the potential benefits and liabilities associated with forming a CCE program in Silicon Valley to provide electric generation service to residential and business customers located within these twelve communities.

Encouraged by the positive findings from the Study, decision-making is currently underway across twelve agencies' elected bodies to determine whether to join the Authority. Eight agencies have already voted in favor of forming the new nonprofit public agency, which anticipates hosting its first Board of Directors meeting this April.



The Contracted Role

This contract interim position will head the regional Silicon Valley Clean Energy Authority (SVCEA), serve as its sole staff member and report to its Board of Directors with support from consultants and public agency staff. As such, the Interim CEO has the responsibility for administering multiple programs and functions as directed by the Board. To be successful in this position, extensive initiative, independent judgment, and creativity are required in formulating plans and programs, directing effective and efficient operations, resolving difficult and complex problems, and modifying plans to meet unexpected situations. The successful contractor will have a demonstrated ability and/or aptitude for coordinating all aspects of launching and operating the SVCEA Community Choice Energy program and building it into an innovative enterprise that benefits Silicon Valley residents and businesses by providing electric service at stable rates, while expanding renewable energy and energy efficiency programs. SVCEA's Interim CEO will direct all activities of the SVCEA, including operations, resource procurement and planning, organizational development, finance, regulatory affairs, external communications and strategic planning.

The Interim CEO shall develop a flexible enterprise that will evolve with and help shape the industry, requiring a depth of knowledge of the state's energy retail and wholesale energy markets. To this end, the Interim CEO will build and manage a multidisciplinary team of staff and/or contractors with expertise in the engineering and operational aspects of power 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. Further, this consultant will pursue strategic energy procurement planning that anticipates, to the highest degree possible, trends and changes in the marketplace, the impact of outside factors such as regulatory and legislative action, and how to design a compliant, high-performing, cost-effective near- and mid-term energy procurement plan.

The Interim CEO must foster and maintain strong relationships with the SVCEA Board of Directors, City and State governments, other municipalities and county governments, customers, employees, contractors, the California Public Utilities Commission (CPUC), and other key stakeholders, and shall have demonstrated skill in negotiation and consensus building. In addition, the Interim CEO must effectively manage recruitment, retention, training, and development of staff, if hiring is prioritized by the Board during his/her tenure, as well as contractual arrangements with consultants and contractors.



Typical Duties

Duties may include, but are not limited to, the following:

- Designs and directs the inaugural operations of the SVCEA including, but not limited to:
 - Regulatory Requirements: Serves as the representative and advocate for SVCEA in key relevant CPUC proceedings. Completes or oversees consultant completion of required regulatory reports and filings, including:
 - Implementation Plan and Statement of Intent for submission to the CPUC
 - Registration packet with PGE Executed Service Agreement, Bond/Insurance to the CPUC
 - Procurement: Negotiates Power Purchase Agreements; executes power supply contracts; develops inaugural load forecasts to submit to the California Energy Commission
 - Financing: Secures start-up funding and working capital lender commitments.
 - Organization: Manages recruitment and hiring and/or contracts with other service providers to compete the duties required to advance to service commencement.
 - Outreach: Leads SVCEA branding and communications efforts, including customer pre-enrollment noticing.
 - Rate-setting & Program Design: Establish initial customer generation rates and comparison with the current utility; Evaluate and propose customer-focused renewable energy and energy efficiency programs for Board consideration.
- Applies, and where needed develops, administrative policy and procedures that guide hiring, staffing and contracting procedures. Uses this guidance to:
 - Plan, organize, direct and evaluate the activities of subordinate staff;
 - Interview, select and train professional and management staff;
 - Assign and review work;
 - Establish performance standards;
 - Evaluate staff performance and counsel employees;
 - Take or approve disciplinary actions;
 - Negotiate and administer agreements with consultants and contractors.
- Plans and recommends program and policy direction for the SVCEA; explains, advises and recommends action on policy matters to the Board of Directors of the SVCEA; advises the Board of Directors of problems and potential problems and recommends appropriate course of action.

- Consults with and solicits the cooperation of business and community groups and government agencies in assessing, identifying and analyzing renewable energy and energy conservation needs and objectives across participating communities; develops and prioritizes responsive programs to meet those needs and objectives.
- Develops agreements, methods and procedures to implement, administer and evaluate SVCEA'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; reviews projects and related records in order to assess the progress of projects and to assure program continuity and compliance.
- In coordination with the Board of Directors, engages in strategic planning and resource planning, and implements the adopted strategic plan and resource plan.
- Analyzes the impact of newly-enacted state and federal legislation and CPUC decisions and determination of impact to operations; addresses legislative and regulatory bodies to influence or persuade them to form supportive opinions or take actions related to advancing program goals; makes recommendations and decisions regarding the implementation of related changes; reviews economic trends and regulatory changes to determine the impact on operations; reviews and critiques codes and ordinances; initiates studies of technical problems and recommends revisions.
- Prepares and administers an initial SVCEA budget; establishes, revises and maintains accounting systems and procedures in order to effectively monitor income sources and expenses, and to provide internal accounting controls; certifies the purchase of supplies, equipment and services; makes recommendations regarding the lease of property; 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; issues directives related to fund distribution, and policy and procedural constraints of grant requirements.
- Coordinates program planning and related activities with Board of Directors participating in the Authority, other relevant jurisdictions, federal funding agencies and community and business groups; stays informed on community, social, and political problems, and their relevance to and impact upon Authority programs; directs the development of a public relations program to inform the public about Authority 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 the Authority at governmental hearings, in front of administrative bodies, and at public meetings.
- Performs related duties as assigned.



Contractor Knowledge, Skills & Abilities

Considerable knowledge of:

- Energy economics and current issues in renewable energy, climate change, distributed and behind-the-meter technologies, and state and federal energy policy;
- IOU, CEC, and CPUC ratemaking, energy efficiency and renewable energy programs;
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the preparation of policies and procedures;
- Principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, and employee training and discipline;
- Federal and state legislation related to energy and renewable energy;
- Principles and practices of project management and performance measurement;
- Fiduciary responsibilities of a lender, best practices for effective grant proposal writing, obtaining and administering grants, and grant-funding processes; and
- The organization's relationship with federal, state and municipal government functions, including experience with the Brown Act.

Ability to:

- Plan, organize and direct the SVCEA's programs;
- Identify community energy supply, energy efficiency, and renewable power needs and objectives, and to formulate responsive plans to meet them;
- Supervise, assign, direct and evaluate the work of Authority personnel;
- Interpret federal, state and local regulations governing the operation of CCE programs;
- Develop policies, agreements, methods, and procedures to implement, administer and evaluate programs to establish accountability and to measure program effectiveness;
- Coordinate program planning and day-to-day operational activities of the Authority;
- Assure the financial solvency of the Authority;
- Provide professional consultation and program leadership;
- Effectively assemble, organize and present, in either written or oral form, the logical conclusions and sound recommendations resulting from analysis of administrative, financial, factual or other information derived from a variety of sources;
- Utilize sound judgment, tactfulness, persuasion and authority across all duties;
- Work under pressure, establish priorities and meet deadlines;
- Establish and maintain effective work relationships with subordinates, officials representing jurisdictions participating in the SVCEA Authority, representatives of other agencies, administrative personnel and the general public.



Minimum Qualifications

Education: Any combination of educational course work and training, which would provide for the knowledge and abilities listed above. An advanced degree in management is desirable. Normally, academic course work equivalent to a four-year degree from an accredited college or university with major work in engineering, natural sciences, public administration, public policy, business administration, economics, finance or a closely related field, will provide this opportunity. Direct supervision of personnel involved in energy resource management, operation and maintenance and energy system economics, marketing and customer service program development and management is desirable.

Experience: Any combination of experience and training which would provide the opportunity to acquire the knowledge and abilities listed above. Normally, 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 will provide this opportunity. Direct experience working for a public agency and/or serving an elected body, including familiarity with Brown Act compliance, considered a plus.

License: Possession of a valid driver's license at the appropriate level, including special endorsements, as required by the State of California.



Recruitment Process & Timeline

SVCEA seeks to contract with its interim CEO by April/May to serve in this non-benefited six-month startup function, following interviews with partner agency executive leadership members and the Board of Directors. Contract compensation DOE/DOQ. Qualifications submission to include a CV and letter of intent emailed to erinc@cupertino.org by no later than 5pm on Monday, March 7th. The successful applicant will be eligible to compete for SVCEA's full-time benefited role, if selected through a competitive hiring process, anticipated to begin this fall, or as guided by the Board.