



## Job Description

### Director of Energy Programs

---

#### **Summary**

The Director of Energy Programs works under the general direction of the Chief Operating Officer/General Counsel in developing and implementing strategies to successfully reach Central Coast Community Energy's (3CE) energy programs and business development goals. This position will work collaboratively across multiple departments and external stakeholders to lead and support electrification and other innovative programs to achieve greenhouse gas emissions reductions and promote local economic vitality.

#### **Supervision Received/Exercised**

This position reports to the Chief Operating Officer/General Counsel and exercises direct supervision over staff within the Energy Programs group.

#### **Essential Duties and Responsibilities (including but not limited to):**

- Develops and implements strategies for 3CE's energy programs goals.
- Directs and collaborates with internal departments and external stakeholders to support and implement 3CE's energy program and business development.
- Plans, directs, and coordinates the goals and workplans of the Energy Programs team.
- Evaluates data to determine success of the team towards reaching agency goals.
- Evaluates technology, policy, and economic factors to support the planning, design, development, and evaluation of energy programs.
- Works closely with the other teams as needed throughout a program's lifetime (design, development, implementation, evaluation, measurement, and verification).
- Leads partnership development with stakeholders and community leaders to create opportunities for new program markets and more effective program design and implementation.
- Writes staff reports and delivers presentations at Board Committee meetings, and public meetings.
- Performs related duties and responsibilities as required.

#### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### ***Knowledge of:***

- Principles of electricity generation, transmission, distribution and infrastructure.
- Retail customer programs (design, development, implementation, evaluation, measurement, and verification).
- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar, and hydroelectric.
- Familiarity with policies and procedures at the CPUC, CEC, CARB, and the California ISO related to decarbonization, electrification, building codes, distributed energy resources, rates, and customer programs.
- Strong technical and policy background related to electrification.
- Knowledge and proficiency in the basic science of greenhouse gas emissions.

- Building equipment, retrofit programs, and commissioning.
- Building codes, electric appliances, electric vehicles.
- Electric distribution system and grid edge technologies.
- Data analytics and ability to work with large data sets to develop insights, dashboards, visualizations to support overall goals.
- Budgets and financial planning.
- Construction trade and local government permitting processes.
- Practice of electric provider energy efficiency programs, financing, and evaluation

*Ability to:*

- Prepare clear and comprehensive correspondence, reports, presentations, proposals, and carry out independent research and fact-finding assignments.
- Determine, develop, and implement objectives, strategies, policies, procedures, work standards, and internal controls to achieve goals.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Effectively represent 3CE before the Operations and Policy Boards, Citizens Advisory Council, city councils, and other local, regional, state, and federal agencies, as well as in public meetings with local citizens.
- Apply sound supervisory and managerial principles and techniques.
- Deal tactfully and maintain effective working and diplomatic relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Promote teamwork, a positive work environment, and collaborative problem solving.
- Work effectively under stressful situations involving tight deadlines as well as confrontation and conflict.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

**Experience/Education**

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the require qualifications would be:

Education and experience equivalent to a bachelor's degree in science, technology, environmental planning, business, or a related field.

**AND**

A minimum of seven (7) years of progressively responsible experience in a supervisory or management role in energy programs. Experience working in electric utility, Community Choice Aggregation, or cleantech program is desirable.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license, automobile insurance and a safe driving record.

**Working Conditions**

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand

manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 40 pounds. 3CE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Date Revised: 9/25/2020

FLSA Status: Exempt

---

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my department and if so, I will be required to perform such additional duties and responsibilities.

---

Employee Signature

Date