

# DIRECTOR OF COMMUNITY ENERGY

City of San Jose, CA





## BACKGROUND

On Tuesday, May 16, 2017, the San José City Council voted unanimously to establish San José Clean Energy (SJCE), the City of San José's Community Choice Energy (CCE) program. CCEs allow governments to buy or generate renewable sources of electricity for their businesses and residents, offering the same power service with more choice and competitive rates. With SJCE, San José will be the largest single jurisdiction in California to operate a CCE. SJCE is expected to launch in April 2018.

SJCE will be a partnership with Pacific Gas & Electric (PG&E). SJCE will purchase cleaner power, set rates, and retain revenue. PG&E will maintain the grid, deliver the energy, and send customers a bill, same as always. Customers will be helping to lower greenhouse gas emissions, while still enjoying the same electricity service. Enrollment will be automatic, with a choice for opting out.



### SJCE Goals

- Increase consumer choice
- Offer more renewable energy
- Lower greenhouse gas emissions
- Create local jobs
- Generate local economic benefits

For additional information, go to: <http://www.sanjoseca.gov/index.aspx?NID=5119>

## THE COMMUNITY

San José, California is a unique place, playing a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovative companies. San José is also home to an energetic, talented and diverse population, and is located within the beautiful San Francisco Bay Area with an abundance of good weather.

San José's quality of life is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City's many

# DIRECTOR OF COMMUNITY ENERGY

City of San Jose, CA

attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading planning, engineering and business school supporting the Silicon Valley. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

## THE CITY GOVERNMENT

The City of San José is a charter city, which operates under the Council-Manager form of government. The City Council is comprised of ten Councilmembers elected by district, and a Mayor who is elected at large. The Mayor and City Councilmembers are all elected to four-year, overlapping terms and are limited to two four-year terms. The City Council appoints five Charter Officers: the City Manager, City Attorney, City Auditor, City Clerk, and the Independent Police Auditor. All other appointments are made by the City Manager, although the Mayor and Council have confirmation authority for all department directors.

The City of San José has a total budget of \$3.2 billion. The City employs approximately 6,160 full-time employees.

San José enjoys a high degree of civic involvement from its residents and businesses, aided by a strong commitment to open government in all City operations. In community surveys, residents regularly report a high level of satisfaction with San José as a place to live and with the services they received from the City of San José.

Extensive information regarding San José can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE DEPARTMENT

Community Energy is a newly created department at the City of San José. The City of San José will be adopting a new Environmental Sustainability Plan in September 2017, and the Department will play an integral role in implementing aspects of this plan by offering several benefits to the community including: lower energy rates, a wider variety of clean energy choices, transparency, accountability, and outstanding customer service.

The initial startup budget for the Department of Community Energy will be between \$5 million and \$6 million. The City anticipates that when San José Clean Energy is fully operational in 2019, the annual budget of the Department of Community Energy will be approximately \$300 million. The Department will employ approximately 20 individuals. Contractors with special expertise may be hired to supplement staff on an as-needed basis.

## THE POSITION

The Director of Community Energy is a high visibility, high impact position. Reporting directly to the City Manager, the Director will be responsible for designing and implementing San José's CCE program. Although the work will be challenging, innovative professionals who have a passion for the environment and proven ability to lead positive change will find it very fulfilling.



Initially, the Director of Community Energy will focus on staffing the Department, fine tuning its strategic vision, creating a long-range financing plan, initiating power purchasing agreements, and handling customer outreach and notification. After the program launches in April 2018, the Director of Community Energy's ongoing responsibilities will include:

- Planning, organizing, directing, and coordinating the operations of the City's Community Choice Energy Program, including but not limited to energy program and infrastructure development, under the provisions of the City Charter, City Municipal Code, and federal, state, and local regulations.
- Overseeing and directing the preparation and execution of the Department of Community Energy's operating and capital budgets; resource procurement and planning, and other related budget and fiscal functions; represents the department in budget hearings before the City Council; initiates strategies for strategic planning.
- Directing, assigning, training, supervising, and evaluating staff and their work; making decisions and recommendations on employment, retention, promotion, and other related personnel actions.
- Serving as a central point of contact, and providing record keeping of related documents and signed agreements for assigned programs and projects.
- Representing the City and/or City Manager at key external meetings, conferences, interdepartmental activities, and local and intergovernmental meetings, hearings, commissions, committees, and meetings with the public. Staying abreast of issues and building the Administration's understanding of the issues discussed.
- Leading and/or supporting the City Administration's efforts to assist the Mayor and Councilmembers in implementing various community energy programs; identifying and analyzing renewable energy and energy conservation needs; directing the development of programs to meet those needs and objectives; and being responsive to requests for information or program details.
- Assisting elected officials in developing a policy agenda for the Department of Community Energy that can be implemented effectively, and serve the best interests of the community.
- Attending City Council and Council Committee meetings as directed by the City Manager and providing the City Manager and/or City Council information and advice on matters under consideration.
- Developing and maintaining collaborative and effective working relationships with other departments, county, state, federal, and private agencies and organizations.
- Analyzing the impact of current and proposed federal, state, and local legislation and determine the impact on the Department of Community Energy's operations; reviewing economic trends and regulatory changes to determine the impact on department operations.

# DIRECTOR OF COMMUNITY ENERGY

City of San Jose, CA

- Directing the development of community engagement and public relations programs to gather community feedback and share information with the public about San José Community Energy operations, services, programs, goals, and objectives; providing consultation to individuals, citizen groups, business organizations, consultants and governmental agencies on all matters related to the Department of Community Energy's operations.

## THE IDEAL CANDIDATE

Because the Director of Community Energy will be creating San José's CCE program from the ground up, he/she must be a strategic and proactive possibilities thinker who questions traditional assumptions/solutions, generates creative ideas and new ways of doing business, exhibits creativity and innovation, and seeks out opportunities to improve, streamline, reinvent work processes within the context of the City's vision and values. To ensure that the CCE program is implemented on schedule and in a manner that meets or exceeds expectations, this person will also be skilled at mobilizing people and resources.

The ideal candidate will be a visionary and inspiring leader who builds credibility and trust by sharing timely, accurate information and being open to other people's thoughts and ideas. This person will be a highly effective communicator and collaborative team player who establishes networks and alliances internally and externally. He/she will have strong decision-making, fiscal operations, executive management, and negotiating skills as well as professional history grounded in energy procurement, distributed energy resources (DERs), and utility advance planning. Experience with California energy markets will be an asset but is not required. Prior experience staffing a Council, board, and/or advisory committee is highly desirable.

## Education and Experience

- Requires a Bachelor's Degree in public administration, business administration, or a discipline related to the business performed by the department.
- Ten (10) years of progressively responsible professional experience that demonstrates proficiency at the management and policy making levels of a corporate or public organization responsible for a complex range of programs and activities, including five (5) years at a management and policy-making management level.
- A Master's Degree in public administration, business administration, or a discipline related to the business performed by the department is preferred.

## COMPENSATION AND BENEFITS

The salary range for this position is \$153,137.55 to \$239,350.37 per year. 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 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. Sick Leave is accrued at the rate of 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

Please **apply on-line immediately** at <https://www.alliancerc.com/searches/current-recruitments>. Applications will be reviewed as they are received and interviews will be scheduled no later than mid-September 2017. For questions and inquiries, please contact:

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