

PIONEER

COMMUNITY ENERGY



**SEEKS A
POWER SUPPLY CONTRACT
MANAGER**

ABOUT US

Pioneer Community Energy is a Joint Powers Authority among the cities of Auburn, Colfax, Grass Valley, Lincoln, Nevada City, Placerville, Rocklin, the Town of Loomis, and the Counties of El Dorado and Placer for the unincorporated areas of the Counties. Pioneer was created to provide local control over the electric supply with one of its primary goals to provide lower and more stable electricity rates to the residents and businesses within its member jurisdictions. Pioneer purchases the electric supply, while PG&E transmits and delivers the power over PG&E's poles and wires. Pioneer is a not-for-profit government organization. As a local government agency, Pioneer does not pay income taxes, and unlike an investor owned utility, Pioneer does not make distributions to shareholders. Pioneer invests in the local community through lower rates and programs that benefit local residents and businesses. Pioneer also sets the rates for electricity that it procures and provides to its customers. Pioneer's rates are stable and competitive when compared to PG&E. Enrollment started in February 2018, and was automatic, subject to a customer's choice to opt-out, which ensures fair and equal access to the benefits of Pioneer electricity rates and programs for all ratepayers. The Pioneer Community Energy offices are located in the Placer County community of Rocklin.

OUR COMMUNITIES

Pioneer's service territory is in California and is part of the Greater Sacramento metropolitan area. Its territory is geographically in both the Sacramento Valley and Sierra Nevada regions. The territory includes quaint gold mining towns, and vibrant, thriving suburban areas, as well as a foothill region dotted with small ranchettes and farmlands. The foothills and higher elevations offer a wide variety of leisure and challenging recreational activities including white water rafting, water skiing and other water sports, snow skiing, hiking, fishing, street and mountain biking, and horseback riding. Placer County is home to Sierra College and William Jessup University. Whether you want to visit its many wineries and breweries, hike, bike or ride its many trails, or relax at beautiful Lake Tahoe, Pioneer territory offers something for everyone.

THE POSITION

The Power Supply Contracts Manager is responsible for monitoring, facilitating, and managing power supply contracts, reviewing and validating invoices related to power supply contracts, and assisting in the administration of RFP proposal processes and ongoing correspondence with counterparties including tracking project development milestones for newbuild resource projects. Duties include:

- Assisting with drafting of new vendor and supplier agreements.
- Serving as point of contact for counterparties with executed supply agreements demonstrating excellent interpersonal skills and project management acumen.
- Assisting with the creation of materials to facilitate Board review of executed supplier agreements including staff reports, supporting information and presentation materials.
- Managing stakeholder relationships, including Power Purchase Agreements (PPAs), interconnection, staff and consultants, permitting agencies, community and public relations.
- Assisting with performance auditing and monitoring for existing contracts.
- Tracking counterparty compliance with contract milestones (conditions precedent and other deliverables).
- Managing vendor and contractor agreements.
- Interfacing with power suppliers and contractors regarding timely invoicing of development and performance security.
- Producing outgoing invoices.
- Receiving, processing and filing incoming invoices in a timely and correct manner.
- Performing validation on incoming invoices as assigned to ensure accurate charges and credits have been applied.
- Preparing materials to facilitate policy discussions related to procurement and resource planning.
- Assisting with the administration of Request for Proposal processes, the open season process and the assessment of unsolicited proposals.
- Reviewing and analyzing proposals for electric power supply submitted by developers and brokers and provide summary information for staff and technical team.

QUALIFICATIONS

Qualified candidates will possess knowledge of contracts management best practices, energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar and hydroelectric, and procurement process and use of renewable energy certificates to support mandatory and voluntary compliance programs.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in Economics, Finance, Engineering, or a related field.

Experience:

Five plus years of experience in a position with similar duties experience at an electric utility, municipal utility, Community Choice Aggregation program or in a closely related field.

COMPENSATION PACKAGE

Salary - The salary range is \$115,934 - \$173,322, with placement dependent on qualifications.

Benefits - Pioneer's offices are newly renovated, bright and modern with plentiful free parking. The office is conveniently located in Rocklin with quick and easy access to Interstate 80, and many shops and restaurants within walking distance, as well as two fitness centers on the same block. Additionally, Pioneer offers:

- 10 paid holidays, plus one floating holiday (vacation day) each calendar year
- In addition, December 24th through January 1st are observed as paid holidays
- 12 days paid personal and family sick and medical leave
- 3 days paid for bereavement leave
- 40 hours of Volunteer Paid Time Off to allow employees to support the community in which they work.
- Vacation at 10 days for 0-2 years of service, 12 days for 3-4 years of service, 15 days for 5-9 years of service, 20 days for 10-19 years of services, 25 days for 20+ years of service
- Excellent health insurance options, including medical, dental, and vision for employees and their dependents with Pioneer paying up to \$2,056.65 per month for employee and dependent coverages
- Employer contribution to a 401(a) deferred compensation plan (\$23,000 annually)
- Additional Employer contribution of 3% of salary to a 401(a) deferred compensation plan
- 457b deferred compensation plan is available for employee contributions
- Flexible Spending Account (FSA) with Health & Dependent Care options
- Access to professional development opportunities and team-building activities

APPLICATION AND SELECTION PROCESS

To be considered, submit an application, cover letter, resume, and three professional references to Shellie Anderson at Bryce Consulting. This position is open until filled.

Shellie Anderson Bryce Consulting, Inc.

1024 Iron Point Road, Suite 100

Folsom, CA 95630

Tel: 916-974-0199

Email: sanderson@bryceconsulting.com

