

### **Summary**

The Power Contract & Compliance Manager, under general direction of the Director of Power Resources, has responsibility for power contract negotiation, monitoring and management as well as invoice review and validation to support Monterey Bay Community Power's (MBCP's) power supply contracts. The incumbent may assist in the administration of Request For Offers (RFOs), MBCP open season procurement process, ongoing correspondence with counterparties including contract development and performance tracking, and other duties as assigned in support of the power supply procurement.

### **Job Description**

The Contract & Compliance Manager performs assignments under general direction of the Director of Power Resources as part of the Power Resources and Procurement team and works closely with MBCP's technical team including external consultants. This position provides support to the Director of Power Resources by developing and reviewing contracts for power supply and reviewing, validating and processing power supply invoices for payment.

### **Essential Duties and Responsibilities (Illustrative Only)**

#### Power Supply Contract Facilitation

- Under direction of the Director of Power Resources, establish standard operating procedures, protocols and safeguards to ensure procurement team decision making processes are aligned with agency goals.
- Assist with drafting of new vendor and supplier agreements.
- Serve as point of contact for counterparties in negotiations for supply agreements demonstrating excellent interpersonal skills and project management acumen.
- Assist with creation of materials to facilitate Board review of potential supplier agreements including staff reports, supporting information, and presentation materials.
- Manage stakeholder relationships, including PPAs, interconnection, staff and consultants, permitting agencies, community and public relations.
- Conduct research and other due diligence to compile relevant information as needed for staff, technical consultants, legal consultants and Board members.
- Track all steps needed to reach contract finalization, up to, and including, contract execution.
- Manage the "Back Office" activities, in adherence to the Risk Management policies and procedures.
- Maintain current knowledge of regulatory/legislative trends and changes as well as current and future market conditions.

### Performance Monitoring

- Monitor and manage assigned counterparty relationships as required to improve performance and contract compliance.
- Conduct performance auditing and monitoring for existing MBCP power contracts.
- Track counterparty compliance with contract milestones and other deliverables.
- Maintain, update and track contract files through contract management system.

### Invoice Management and Validation

- Identify opportunities for portfolio optimization, budget savings and congestion cost avoidance.
- Interface with power suppliers and contractors regarding timely invoicing.
- Receive, file and process invoices in a timely and correct manner.
- Perform validation on invoices as assigned to insure accurate charges and credits have been applied.
- Validate CAISO statements and cost recovery from counterparties as provided for in contract terms.
- Track invoice payments and prepare related reports to management and technical team.
- Resolve, or provide support in resolving power invoice and billing issues.
- Provide information to assist external accountant with problem resolution.

### Other Duties

- Prepare materials for the MBCP staff to facilitate policy discussions related to procurement and resource planning.
- Assist with the administration of RFO processes, the open season process and the assessment of unsolicited proposals.
- Assist in reviewing and analyzing proposals for electric power supply submitted to MBCP by developers, marketers and power brokers and provide summary information for staff and technical team.
- Assist in preparation and presentation of information and recommendations to assist MBCP staff Manage MBCP's various renewable energy certificate accounts within the WREGIS system.
- Assist with preparation of compliance reports and materials related to MBCP's power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), The Climate Registry and the Department of Energy (DOE).

### **Supervisory Responsibilities**

No direct supervisory role anticipated at this time, but that could change as the Agency grows over time.

### **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.

#### *Experience/Education*

Any combination of education and experience that would provide the knowledge and abilities listed. Typically,

equivalent to possession of a Bachelor's degree from an accredited college or university in business, economics, accounting or related field and five years of progressively responsible experience at an electric utility, municipal utility, Community Choice Aggregation program or in a closely related field. Technical experience in the management of contracts is required.

*Knowledge of:*

- Contracts management best practices.
- Microsoft Office software including Excel, Word, PowerPoint and Project.
- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar and hydroelectric.
- Procurement process and use of renewable energy certificates to support mandatory and voluntary compliance programs.
- The California Independent System Operator (CAISO) settlement process.
- The structure and content of standard power purchase agreements for various resource types.
- Renewable energy project development including environmental and local use permitting, interconnection agreements and processes.
- California's Renewables Portfolio Standard, Power Content Label and Power Source Disclosure Programs.
- Power scheduling.
- Power purchase agreement structures, general terms and conditions and basic requirements.
- The Western Renewable Energy Information System (WREGIS).
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC).

*Ability to:*

- Be thorough and detail-oriented.
- Apply strong task prioritization, analytical and problem-solving skills.
- Manage multiple priorities and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.
- Take responsibility and work independently, as well as work as a team member.
- Prepare professional written work products.
- Perform quantitative data and statistical analysis and effectively communicate results to others.
- Work accurately and swiftly under pressure.
- Demonstrate patience, tact and courtesy.
- Deliver clear oral communications.

**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 15 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

**Location and Compensation:** MBCP is a new organization currently looking for permanent office space in Monterey. Compensation for this position ranges from \$100,000-\$150,000 commensurate with experience. A full benefits package is also offered as part of salaried employment.

**Application Process:**

The position is open until filled. To be considered for this position, please submit a MBCP application, detailed resume, cover letter, and three professional references to:

Shellie Anderson  
Bryce Consulting, Inc.  
3436 American River Drive, Ste. 7A  
Sacramento, CA 95864  
Tel: 916-974-0199 Fax: 916-974-0224  
Email: sanderson@bryceconsulting.com

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure and the class specification. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral presentation, oral interview, or a combination.