



## **Division Manager – Community Energy Department**

*This is a very unique opportunity to play a major role in launching a new Community Choice Energy program in one of the greatest areas in the country. Financial managers in the electric utility sector and local government are encouraged to apply.*



## THE CITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San Jose’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San Jose’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year,

residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted *Envision San José 2040*, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

***San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.***

## THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.



City operations are supported by 6,250 positions and a total budget of \$3.5 billion for the 2017-2018 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE COMMUNITY ENERGY DEPARTMENT

In May of 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. As candidates may very well know, CCEs allow governments to buy electricity for their businesses and residents. With SJCE, San José is now the largest single jurisdiction in California to operate a CCE and the successful hire will be at the ground level of SJCE's official launch. SJCE will be a partner with PG&E, but SJCE will purchase cleaner power, set its own rates, and retain revenue. PG&E will continue to maintain the grid, deliver the energy, and conduct billing operations. SJCE has set forth the following goals:

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

The successful hire will be on the front lines of building the Department's capacity to meet these goals and grow the Department to its ultimate operational size of at least twenty full-time staff and a budget of \$300 million.

## THE POSITION AND IDEAL CANDIDATE

Like the Department itself, the Division Manager is a new position and prior experience within the utility industry and/or government administration is crucial. In addition to bringing in-depth knowledge to the position, the successful hire should also

be a quick-study. He or she will have significant responsibility in the following areas:

- Supervision of subordinate management and professional staff.
- General administration and program management.
- Oversight of the budget, invoicing, and accounting functions for the Department, including budget development and management, and working with the City's Finance Department and City Manager's Budget Office as needed.
- Liaising with the City's Human Resources Department to coordinate all hiring and administrative functions.
- Development of the budget, proforma, and financing plan for the Department in coordination with the Finance Department and the City Manager's Budget Office.
- Management of consultants and contractors as needed to complete tasks.
- Oversee rate setting for all customer groups (residential, commercial, and industrial), to include 100% renewable options and appropriate cost considerations with regard to the mix of power supply types. Rate setting should ensure that all of SJCE's costs are included and are equitable to customer types.

The City and the Director of the Community Energy Department are seeking a dynamic player in the world of CCE who will play a major role in launching a sizeable CCE operation. This is a prime opportunity for candidates to establish an industry-wide reputation by dedicating their entrepreneurial spirit to this pioneering work. Especially at this early stage in the Department's formation, a focus on accomplishing objectives and a willingness to do whatever it takes is key in this fast-paced environment.

Minimum qualifications include a **Bachelor's Degree** and **six years** of progressively responsible directly related experience, including **three years** of supervisory experience. The ideal candidate should be comfortable supervising up to five direct reports. A valid California driver's license may be required.

## COMPENSATION

The salary range for this position is **\$103,221 - \$157,656** 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 non-deductible 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 and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 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>.

## APPLICATION AND SELECTION

**The position is open until filled** with first review of resumes on **Monday, May 7th, 2018** – early applications are encouraged. To be considered for this exceptional opportunity, please submit your resume (including dates of employment plus staff and budgets managed), cover letter, and the names of six professional references (two each: supervisors, direct reports, and colleagues) to: <https://secure.cpshr.us/escandidate/JobDetail?ID=342>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the City. It is anticipated that a selection will be made following final interviews and the completion of comprehensive reference and background checks.

For more information contact:



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