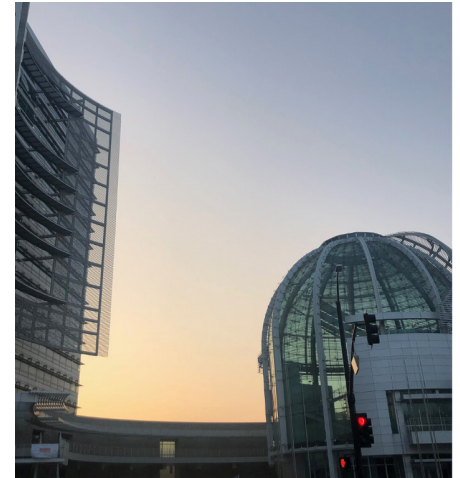


JOIN THE SAN JOSE CLEAN ENERGY TEAM!

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 startups 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.

**LIVE,
WORK,
EMPOWER
SAN JOSE.**

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 ten Council Members elected by district and a Mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking 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 international airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, 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, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by 6,622 positions and a total budget of \$4.3 billion for the 2019-2020 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.





COMMUNITY ENERGY DEPARTMENT

In 2017, the City established the Community Energy Department to administer San José Clean Energy (SJCE), San Jose's Community Choice Energy provider. In February 2019, SJCE launched electricity generation service to residents and businesses. Today it serves more than 328,000 customers and has a peak load of almost 1 GW. SJCE is responsible for purchasing over 5,000 GWh of electricity annually and has an annual operating budget of over \$300 million.

SJCE is driven to provide clean, renewable energy at affordable rates to help the city meet its Climate Smart San José goals and provide local benefits. In 2020, SJCE's default energy service GreenSource is 86% carbon-free and 45% renewable at rates 1% below PG&E, adding up to over \$3 million in community-wide savings annually. Customers can also choose to upgrade to SJCE's TotalGreen service to receive 100% renewable energy. More than 1,300 customers have chosen TotalGreen to date, including large corporate customers Samsung Semiconductor, HPE, and eBay. To meet customer demand for renewable energy, SJCE has invested in 272 MW of new solar plus battery storage across three projects that will be built in the Central Valley by the end of 2022.

As a not-for-profit government agency, surplus revenue is reinvested into the community in the form of lower rates and programs that further reduce greenhouse gas emissions and promote equity. SJCE is beginning to implement its first community programs, including a partnership with the California Energy Commission that will provide \$14 million in funding for electric vehicle charging stations, doubling the current level of infrastructure.

For more information about the Community Energy Department, please visit: www.sanjosecleanenergy.org.

THE POSITION

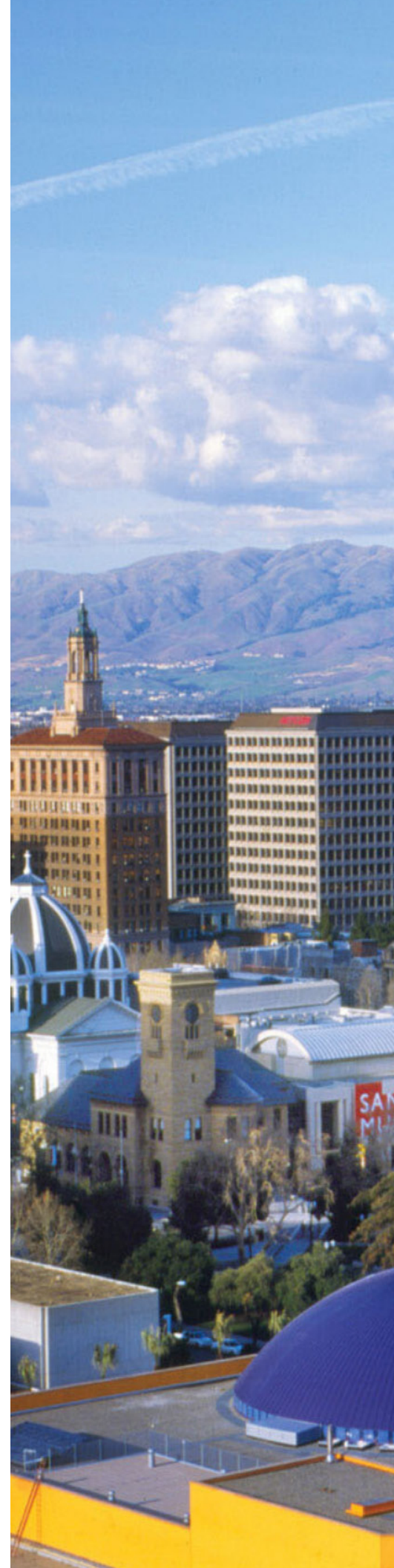
The Community Energy Department (CED) is seeking to fill one (1) full-time Assistant Director position to provide strategic leadership and day-to-day operational guidance to the Community Energy Department.

DUTIES

The Assistant Director will report to the Community Energy Director and assume the role of 'Chief Operating Officer,' guiding the daily operations for the Community Energy Department. The Assistant Director will address the strategic leadership needs of the department to direct the planning and organization of a major City department, as well as make recommendations for improvements across major divisions in department operations.

Responsibilities include, but are not limited to the following:

- Assist the Director in providing executive level leadership to other Executive staff and Division Managers overseeing major functional areas of the Community Energy Department including: Power Resources; Account Management, Marketing & Public Affairs; Regulatory, Legislative & Compliance; Risk Management, Contracts and Administration, and Budget and Financial Planning;
- Plan and direct the research and preparation of recommendations for the Director;
- Provide executive oversight of contract negotiations and the preparation of agreements on behalf of SJCE;
- Provide direct leadership oversight for several operating groups, including contracts management, budget and financial planning, human resources administration, risk management, regulatory compliance, and legislative affairs.
- Confer with Director for overall strategic direction and policy guidance;
- Participate in long and short-range planning of Community Energy Department policies and practices;
- Represent the department at City Council meetings and serve as Acting Director in matters pertaining to the Community Energy Director in her absence.





EDUCATION AND EXPERIENCE

Education: A bachelor’s degree from an accredited college or university in business administration, public administration, or related field; a Master’s degree is preferred.

Experience: Seven (7) years of increasingly responsible experience in business management, and/or administration, utility operations, and/or renewable energy. Experience at a level equivalent to Deputy Director is desirable.

Licenses/Certificates: Possession of a valid license authorizing operation of a motor vehicle in California may be required. Certain positions may require possession of a specialized certificate, license, and/or registration related to a specific area of responsibility.

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.

COMPENSATION AND BENEFITS

The approved salary range for this position is \$142,021.39 - \$221,376.65. In addition to the starting salary, employees in this classification **shall also receive an approximate five percent (5%) on-going non-pensionable compensation.** The actual salary shall be determined by the final candidate’s qualifications and experience.

The City provides an excellent array of benefits including:

	Benefit Descriptions
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 up to 80 hours. 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.
Life 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 (EAP)	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>.

APPLICATION AND SELECTION PROCESS

This position is open until filled. To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment plus staff and budgets managed) and cover letter, to:

Michelle Saechao
 City of San José
 Department of Community Energy Email:
michelle.saechao@sanjoseca.gov

Resumes will be screened in relation to the criteria outlined in this brochure. Only candidates deemed to have the most relevant qualifications will be invited to first-level interviews. Additional phases of the selection process will consist of one or more interviews. If you have any questions regarding this opportunity, please do not hesitate to contact Michelle Saechao.

City of San José is an equal opportunity employer.

