

LIVE, WORK,
EMPOWER SAN JOSE.

Division Manager
Energy Risk
Management &
Contracts
Administration

SAN JOSE 
CLEAN ENERGY

CITY OF
SAN JOSE 
CAPITAL OF SILICON VALLEY

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 US.

San José’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.

Quality of life in San José’s 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 coast including Santa Cruz, Monterey, and Carmel-by-the-Sea; 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 nearby 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 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.

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 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 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, over 209 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches. The City oversees convention, cultural, 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 6,592 positions and a total budget of \$4.1 billion for the 2020-2021 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.

ABOUT THE DEPARTMENT

In 2017, the City established the Community Energy Department (CED) to administer San José Clean Energy (SJCE), San José's Community Choice Energy provider. In February 2019, SJCE launched electricity generation service to residents and businesses. Today it serves more than 340,000 customers and has a peak load of almost 1 GW. SJCE is responsible for purchasing over 4,500 GWh of electricity annually and has an annual operating budget of over \$250 million. SJCE is one of 8 Community Choice Aggregators (CCAs) in the Bay Area, and one of 23 in California. It is the largest single-jurisdiction CCA in the state.



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 2021, SJCE's default energy service, GreenSource, is expected to have 55% renewable energy. 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, Hewlett Packard Enterprise, Lumentum, and eBay. To meet customer demand for renewable energy, SJCE has invested in 497 MW of new solar, wind, and battery storage across four projects that will begin to generate power by the end of 2021. For more information about the Community Energy Department, please visit:

www.sanjosecleanenergy.org.

POSITION AND DUTIES

The City of San José is seeking an experienced Division Manager to oversee Energy Risk Management and Contracts Administration. The Division Manager will report directly to the Assistant Director and oversee all risk management and contract administrative functions for the Department.

This position is responsible for providing independent oversight of the risks assumed in transacting for energy products and services as well as ensuring compliance with adopted risk management policies and procedures.

This Division also provides strategic support to facilitate the development and execution of various non-energy contracts, tracks signed energy contracts, and manages the invoicing process to ensure compliance with the contract. Duties include the following but are not limited to:

- θ Ensure compliance with SJCE Risk Management Policy and Regulations, recommending modifications to the policy as needed to support Department objectives, mitigate risks, and implement industry best practices.
- θ Oversee mark-to-market analysis for the power supply portfolio totaling over \$2 Billion dollars and growing.
- θ Lead Risk Oversight Committee meetings, oversee the development of agendas and meeting materials, oversee analysis and recommend actions to reduce risk and power supply costs.
- θ Oversee power supply settlement functions, including verifying power supply deliveries, contract performance, CAISO charges and credits, and approval of power supply invoices, totaling approximately \$30 million per month.
- θ Oversee the power supply counterparty approval process and collateral requirements in coordination with the City's Finance Department; monitor collateral usage and work with counterparties to post collateral when needed under the EEI and WSPP agreements.
- θ Ensure that power supply agreements are authorized and executed appropriately; resolve contracting issues.
- θ Oversee the approval of all invoices to ensure accuracy, resolve issues with power suppliers and other entities that SJCE contracts with, provide quality assurance for complex energy contracts.
- θ Oversee the risk management audit process, implement findings to ensure compliance with the policy and regulations to reduce SJCE's risks.
- θ Provide risk management analysis and recommendations for medium- and long-term contracts; provide analysis on emerging technological and procurement options for supply (e.g. renewable or storage technologies, dispatchable products and financial options); assess credit strength and risks associated with these agreements.
- θ Utilize energy trading risk management database to prepare a variety of reports for the power contracts portfolio utilizing data visualization to communicate findings.
- θ Oversee all professional service contracts for the Department; track master service agreements and service orders; work with staff across the Department to ensure each operating unit has the contracts they need to ensure efficient workflows.

THE IDEAL CANDIDATE

The position requires strong leadership and analytical skills. Successful candidates will have experience in energy power supply contracting and energy risk management best practices. **Ideal candidates will be well versed in the EEI and WSP power supply agreements;** have strong contract management skills; and the ability to resolve complex contracting issues, be highly organized and skilled at identifying process improvements to improve efficiency.

The ideal candidate will excel at working with a variety of stakeholders to independently resolve complex problems as well as be experienced in developing and coaching high performing teams. They will have demonstrated excellent listening, writing, and presentation skills and be able to tailor presentations and information to specific audiences and demonstrate honesty and integrity, the ability to inspire others, creativity, good judgment, accountability, and decision-making with a commitment and passion to advancing the goals of San José and SJ Clean Energy.

Desirable competencies for this position include:

Job Expertise – demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

Communication Skills – effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Collaboration – develops networks and builds alliances; engages in cross-functional activities.

Decision Making - identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

Leadership - leads by example; demonstrates high ethical standards; remains visible and approachable, interacts with others on a regular basis; promotes a cooperative work environment, encourages and rewards risk-taking, allowing others to learn from mistakes; provides motivational supports and direction.

Management - evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the team;

Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

Vision/Strategic Thinking – Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

MINIMUM QUALIFICATIONS

EXPERIENCE

Six (6) years of progressively responsible experience in a public agency, utility or private company including three years of supervisory experience.

EDUCATION

Bachelor's degree from an accredited college or university in business, economics, finance, engineering, science, public administration or a related field.

DESIRABLE QUALIFICATIONS

1. Senior level management experience, skilled at building effective relationships both internally and externally, experienced at managing multiple teams and effectively working with staff with various levels of experience and expertise. Experience hiring and developing staff to build high performing teams and resolving complex personnel issues.
2. Experience leading strategic policy, identifying new opportunities and initiatives that provide significant value to the organization.
3. Proven track record of starting with the end in mind to improve processes and drive efficiency.
4. Experience managing teams and coaching individuals to achieve high performance under tight timelines.

Federal law requires all employees to provide verification of their eligibility to work in this country. 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 which requires an employer application.

BENEFITS AND COMPENSATION

The approved salary range for this position is \$112,792 – \$172,276.

In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable pay.

The actual salary shall be determined by the final candidate's qualifications and experience.

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 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.

Dental Insurance: The City contributes 100 percent 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](#).

APPLICATION AND SELECTION PROCESS

Please send your resume with a cover letter outlining your career history, interest in the role, contact information and salary expectations to:

Matt.Sadinsky@prepintl.com

Qualified applicants will be contacted, sent additional information and scheduled for conversations.

PREP Intl and the City of San Jose are Equal Opportunity Employers who do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, employment, veteran status or any other protected status.

Qualified Women, Minorities, and Veterans are encouraged to apply.



Prequalified Ready Employees for Power
Preparing Tomorrow's Energy Professionals



SanJoseCleanEnergy.org

