Pioneer Community Energy Seeks a Power Supply Contracts Manager

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 new-build 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.

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

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.

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

The salary range is $109,279 - $163,373, with placement dependent on qualifications.

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.
Email: sanderson@bryceconsulting.com
Tel: 916-974-0199

For a detailed recruitment brochure and application, go to:
http://pioneercommunityenergy.ca.gov/about-us/careers/