



## OPEN POSITION ANNOUNCEMENT!

### Procurement Manager

Open until filled. Posted 5/10/2023

*San Diego County – hybrid work schedule set by SDCP*



**About the role:** San Diego Community Power (SDCP) seeks an experienced Procurement Manager to join our growing team. This position reports to the Chief Financial Officer. The primary objective of this position is to administer procurement practices that facilitate efficient business operations in accordance with San Diego Community Power's Procurement Policy. This position will serve as the main point-of-contact for procuring and tracking professional services contracts, general services contracts, the procurement of supplies, and the procurement of Public Works Projects. The Procurement Manager shall plan, organize, lead formal bidding and informal bidding procurement processes for local, state, and federal contracts to ensure Agency's operational needs are met. The Procurement Manager will prepare or oversee the preparation of solicitations and contract documents, the contract evaluation process, the contract selection process, and the contract award process while ensuring compliance with SDCP policies, procedures, as well as local, state (e.g., CPUC GO 156), and federal rules and regulations. In addition, this position will maintain contract procurement records and documentation, develop contract tracking system, and administers contractual agreements.

### WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

### OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and the City of National City joining in 2023. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit [SDCommunityPower.org](http://SDCommunityPower.org).

### COMMITMENT TO DIVERSITY

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status

genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

## **ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES**

- Works with various stakeholders to assess elements of program and project delivery to determine contract options best suited for each program or project in compliance with local, state, and federal rules and guidelines.
- Prepares, develops, and administers procurement and contract documents and solicitations, including invitations for bid (IFB), requests for proposal (RFP), and requests for qualification (RFQ) with a clear understanding of the project delivery or operational scope and schedule.
- Identifies and analyzes needs, goals, funding, and other criteria in the development of contract specifications.
- Collaborates with assigned staff to plan, prepare, and implement contract administration process to lead professional services, general services, and supply contracts as assigned.
- Ensures agency compliance with federal, state, and local funding requirements.
- Monitors, tracks, and reports agency contracts spending.
- Reviews the annual budget to ensure sufficient appropriation for active and potential contracts in lieu of an encumbrance.
- Drafts contracts, amendments, and modifications.
- Conducts Pre-Proposal and Pre-Bid conferences.
- Acts as liaison between program and project managers, general counsel, contractors, and other departments focusing on departmental contracts and compliance.
- Ensures all contracting rules/regulations are observed.
- Coordinates with other departments in requesting waivers such as Insurance, Sole Source, Equal Benefits Program and Local Business Enterprise Ordinance.
- Drafts sole-source justification letters as needed.
- Ensures that all required funding and administrative approvals have been secured.
- Keeps track of active contracts, coordinates amendments or begins process for new solicitation.
- Develops plan to maximize use of contracting and technology to reduce administrative burden.
- Assists in updates and implementing standardized policies and procedures.
- Performs related duties and responsibilities as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Professional level analytical and verbal, writing and communication skills.
- Experience in public sector contracting and procurement (local, state, or federal government).
- Experience in electronic databases and approval systems.
- Experience in contract administration. Ability to provide direction and execute initiatives and be a motivated self-starter.
- Ability to multitask, work under pressure, take initiative, and acquire and apply technical skills, as necessary.
- Familiarity with CA Public Contract Code Section 20160 is a plus.
- Strategic thinking, strong technical and analytical skills, and attention to detail.
- Ability to balance multiple priorities to meet deadlines and escalate key issues.
- Ability to be nimble and self-directed in a highly fluid and rapidly changing environment.
- Ability to work collaboratively with diverse teams, consultants, agencies, and constituents.
- Strong work ethic and able to take on initiative/working in a fast paced, growing, and dynamic public agency.
- Proficiency in Adobe Pro, MS Office and Excel, Word, and PowerPoint.
- Strong interpersonal skills and ability to work with diverse communities and people of different culture, backgrounds, and opinions.
- Experience developing working relationships that demonstrate high trust, collaboration, and team-player attitude.
- Ability to act with integrity and professionalism.

- Commitment to sustainability, community energy, and mission driven work.
- Access to reliable transportation to attend occasional SDCP events, meetings, and workshops, 12 times per month.
- Exercise good judgment in answering questions; exercise discretion and maintain confidentiality in all matters.
- Experience in complex contract writing and document control.

## QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Bachelor’s degree required and at least 2 years of related energy and/or environmental policy experience. Or a master’s degree in public policy, business, economics, or other relevant fields will be considered if the candidate does not possess 2 years related energy or environmental policy experience.

## WORK ENVIROMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 15 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

As a public agency SDCP is required to promulgate a Conflict-of-Interest Code (“COI”). The COI code requires employees in designated positions. A candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.*

### Compensation:

**Salary Range:** The position salary range is: **\$113,900 to \$153,800; with exact compensation to be determined by SDCP, depending upon experience.**

**Benefits:** Standard benefits package including but not limited to:

**Insurance:** SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP provides health subsidy support towards the employee elected coverage. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

**Retirement:** SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee’s Money Purchase Plan.

**Paid Time Off:** 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

### How To Apply

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

[SDCommunityPower.org/about/career-opportunities](https://sdcommunitypower.org/about/career-opportunities)

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITES ACT (ADA) EMPLOYER