OPEN POSITION ANNOUNCEMENT!

IT Manager

Open until filled. 12/15/2023
San Diego County – hybrid work schedule set by SDCP

About the role

San Diego Community Power (SDCP) is seeking an experienced IT manager to join our growing team of technology experts who are building a world class IT & Data organization. A key priority of this role will be to assist in managing SDCP's IT and data systems and support end-users. The IT manager in this role will oversee IT infrastructure and ensure that computing systems and equipment are operating effectively and efficiently. This role will work closely with the rest of the leadership team to ensure that SDCP is using up-to-date technology and ensure that the hardware and software used by SDCP is compatible, secure, and scalable. You will also be responsible for managing our internal network and providing support for our staff.

This role will report to the Director of Data Analytics and IT Services.

Who is San Diego Community Power?

San Diego Community Power (SDCP) is a community choice aggregator (CCA) in the San Diego region that serving customers' electric needs in2021. We serve six member cities; the cities of San Diego, Chula Vista, Encinitas, La Mesa, Imperial Beach, National City, and the unincorporated communities of the County of San Diego. We are currently one of the largest CCAs in California and provide electricity for nearly half the electric load in the San Diego Region. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. For more information, visit SDCommunityPower.org.

SDCP is a public agency that is creating a culture of open communication, accountability, and intellectual curiosity. As a small team building a large CCA in California, high levels of trust, collaboration, and a team-player attitude are key. We value transparency, responsiveness, innovation, smart work, and passion for our goals.

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

- Maintain essential IT infrastructure, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware.
- Take responsibility for projects and solutions within the larger business initiatives.
- Manage business-critical IT tasks and systems administrations to ensure system availability.
- Research and evaluate emerging technologies, hardware, and software.
- Track and maintain hardware and software inventory.
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure.
- Help define IT infrastructure strategy, architecture, and processes.
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs.
- Assess, manage, and lead vendor relationships and activities.
- Lead root cause analysis and troubleshooting of hardware and software issues related to internal IT.
- Lead and assist in implementing broader IT strategies and IT policies and best practices.
- Create and run workshops and training programs for SDCP staff.
- Manage, track and report on the IT budget's allocations.

Minimum Knowledge, Skills, and Abilities

- Advanced working knowledge and experience working with IT infrastructure, email exchange servers, networking, firewall, VoIP, audio & video conference room setup, and SharePoint administration.
- Demonstrated experience in Microsoft 365 in cloud environment.
- Experience building and optimizing IT and data infrastructure, architecture and design.
- Experience performing root cause analysis on internal and external data and processes to answer specific business questions and identify opportunities for improvement.

- Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies.

- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems

- Strong critical thinking and decision-making skills

- Excellent project management skills and strong ability to prioritize.

- Experience in supporting IT infrastructure and end-user operations.

- Experience in implementing IT best practice.

- Experience supporting and working with cross-functional teams in a dynamic environment.

Preferred Knowledge, Skills, and Abilities

Experience in the energy sector and/or supporting the implementation of programs funded by California state agencies (e.g., California Public Utilities Commission, California Energy Commission, California Air Resources Board).

Ability to strongly represent the organization in various professional engagement settings from local to national convenings (conferences, workshops, executive meetings, etc.).

Education and Experience

Minimum of seven (7) years of professional experience in an IT and Data infrastructure support role, with two (2) years of IT management experience, preferably in the energy industry. The candidate should also have experience using the following software/tools:

- o Experience with Microsoft suite of software – Email Exchange Server, 365, Teams, SharePoint.
- o Experience with AWS, Azure and Google Cloud services.
- o Experience with networking, firewall and VoIP.
- o Experience with agile methodologies

Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. The position occasionally requires carrying, lifting and/or moving objects up to 15 pounds and occasional travel locally.

At SDCP we work in the communities we serve and with each other in the office. In order to ensure that SDCP meets its obligation to provide a safe and healthy workplace for employees, SDCP requires employees to be fully vaccinated for COVID-19. Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with governing labor laws.

Compensation:

Salary Range: **The position salary range is: $150,000 - $185,000; 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 pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. 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

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