

## OPEN POSITION ANNOUNCEMENT

# Procurement Analyst

Open until filled. Posted March 11, 2026.

*San Diego County, hybrid work schedule set by San Diego Community Power*

## About the Role

San Diego Community Power seeks an experienced, detail oriented, and enthusiastic professional to join our growing team as a Procurement Analyst. The Procurement Analyst will have the responsibility for a wide variety of tasks that directly support Community Power's non-energy procurement and contracting function. The Procurement Analyst also plays a key role in supporting the Procurement Managers daily with both routine administrative functions and non-routine duties requiring sound judgement, confidentiality, and tact. The Procurement Analyst will also support Community Power's supplier outreach efforts and diversity, equity, and inclusion initiatives.

This position will report to the Senior Strategic Finance Manager.

## About San Diego Community Power

San Diego Community Power is a community-driven public agency providing clean energy to nearly 1 million customer accounts across the San Diego region. Formed in 2019, Community Power purchases energy from renewable sources, which SDG&E delivers through its power lines. As a not-for-profit, any revenues beyond operating costs are reinvested in our local communities.

## Commitment to Diversity

Community Power is an Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) employer. Community Power values diversity and is committed to fostering an inclusive environment for all employees. We strive to hire employees reflective of the diverse communities that we serve. We provide equal employment opportunities to all applicants and prohibit discrimination and harassment of any kind, regardless of race, color, national origin, sex, gender identity or expression, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by federal, state or local laws.

## Primary Duties & Responsibilities

- Maintain a solicitation and contracting calendar, screen telephone calls and appointment requests, proactively prepare routine correspondence and follow-up correspondence, and gather and analyze information required for administrative reports.
- Assist in the development and organization of materials, including document production, editing or proofing, and/or collection of information from Staff or from external sources (e.g., internet search, calling public agencies or public agencies' website, etc.), support agency compliance with federal, state, and local funding requirements, support the review of the agency's mid-year and annual budget to

ensure sufficient appropriation for active and potential contracts in lieu of an encumbrance, and support the development and implementation of standardized procurement policies and procedures.

- Coordinate with external suppliers and other agencies to support the expansion of the agency's supplier base. Analyze and track outreach results and follow-up activities and make recommendations to internal and external stakeholders on findings. Generate regular reports highlighting outreach progress and coordinate registration activities with the California Public Utilities Commission (CPUC) Supplier Clearinghouse and track data surrounding contracting with diverse suppliers and small/local businesses.
- Work with other Staff to plan, prepare, and implement the solicitation and contract administration process, identify and analyze needs, goals, funding, and other criteria in the development of contract specifications, support the development of contracts, amendments, and modifications, coordinate with other Staff to request waivers such as Insurance, Sole Source, Equal Benefits Program and Local Business Enterprise Ordinance, and document and save all required funding and administrative approvals in accordance with the agency's retention policy.
- Performing related duties and responsibilities as required.

*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 Community Power as needed.*



# Skills & Qualifications

## Required Skills & Qualifications

- Experience with supporting multiple clients, including high-level executives and Directors in a fast-paced environment.
- Experience working in a public contracting and procurement setting, including experience identifying and evaluating suppliers and their capabilities, as well as reviewing contracts and extracting contract terms and data for analysis.
- Experience with Customer Relationship Management (CRM) tools and Contract Lifecycle Management tools.
- Experience developing working relationships that demonstrate high trust, collaboration, and a team-player attitude.
- Proficient in Adobe Acrobat Pro, MS Office and Excel, Word, and PowerPoint.
- Analyze data, generate reports, have a high attention to detail, and strong technical skills.
- Strong interpersonal skills and ability to work with diverse communities and people of different culture, backgrounds, and opinions.
- Ability to multitask, work under pressure, take initiative, and acquire and apply technical skills, as necessary.
- Ability to act with integrity and professionalism.
- Exercise good judgment in answering questions; exercise discretion and maintain confidentiality in all matters.
- Have curiosity and a desire to learn
- Have a strong commitment to sustainability, community energy, and mission driven work.

## Education & Experience

Any combination of education and experience that would provide the above skills and qualifications is acceptable. Typical methods of obtaining the required qualifications include:

- Education and experience equivalent to a bachelor's degree from an accredited college or university in finance, public policy, business, or economics
- A minimum of two (2) to three (3) years of relevant experience working in an administrative or analytical role, preferably in a contracting or procurement setting. Experience working for an electric utility, public agency, or an associated energy load serving entity is desirable.

## Work Environment & Condition

Prolonged periods sitting at a desk and working on a computer is required. The occasional carrying, lifting and/or moving objects up to 25 pounds is required. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds and occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

Community Power employees work in the office and in the communities we serve. Community Power works to ensure a safe and healthy workplace for its employees and members of the community. Employees are required to be fully vaccinated for COVID-19.

Community Power is a public agency required to adopt and promulgate a Conflict of Interest (COI) Code. The COI Code requires employees in designated positions (including those identified under the interim disclosure

process) to file a Statement of Economic Interests (Form 700) on an annual basis. A candidate accepting this position may be required to file COI forms subject to the regulations of the Fair Political Practices Commission.

## Compensation

### Salary Range

The position's salary range is \$84,900 - \$110,400 with exact compensation to be determined by Community Power, depending on the candidate's experience.

### Benefits

Standard benefits package include, but are not limited to:

**Insurance:** Community Power offers group health benefits, including medical, vision and dental insurance for eligible full-time employees. Community Power pays 100% of group health benefits, including medical, vision and dental insurance premiums for employees and dependents. Community Power also pays for a \$100,000 life and accidental death and dismemberment policy, short-term disability and long-term disability.

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

**Paid Time Off:** Community Power offers 11 holidays per year, plus a paid winter holiday (between December 24 and December 31); 160 hours of accrued paid time off (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 through Community Power's recruiting platform, Greenhouse. Applicants can access the platform at [Job-Boards.Greenhouse.io/SanDiegoCommunityPower](https://job-boards.greenhouse.io/SanDiegoCommunityPower) or by clicking "View Open Positions" on Community Power's "Careers" webpage: [SDCommunityPower.org/Careers](https://SDCommunityPower.org/Careers).

