



## POSITION DESCRIPTION

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Position Title:	<b>Director of Energy Policy and Contract Management</b>	FLSA Status:	Exempt
Department:	Administration	Union Status:	Non-Union
Reports To:	Chief Executive Officer	Employment Status:	Fulltime

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### Purpose of Position

Executive position in charge of legislative and energy policy, regulatory compliance, contracts negotiation and document governance. The position will involve local, regional, and national travel to represent the Association at various meetings.

### Core Competencies

1. **Safety:** Adhere to all workplace and trade safety laws, regulations, standards, rules, and practices. Use of Personal Protective Equipment as required. Take individual responsibility in managing safety risks and reporting unsafe conditions or unsafe work practices. Respond positively to safety-oriented feedback. Contribute to a culture of safety.
2. **Quality of Work:** Produce thorough, high-quality work with minimal errors. Seek feedback, make corrections as needed. Identify problems and solve them. Strive to improve processes. Work collaboratively with team members to implement systemic changes.
3. **Productivity:** Complete assigned work in a timely fashion. Utilize slow periods productively. Produce amount and volume expected, at accepted speed.
4. **Technical Skills/Job Knowledge:** Demonstrate appropriate level of understanding of technical skills in area of expertise, technology, products, and/or processes involved. Perform assigned duties. Keep current on changes. Competent with all technology and industry best practices necessary to perform job. Maintain necessary certification(s).
5. **Communication:** Oral and written communication clearly convey information. Keep others informed of activities and problems in a timely manner. Listen well. Respond appropriately and respectfully.
6. **Teamwork/Ability to Work with Others:** Demonstrate ability to work in positive manner with co-workers and/or customers with differing backgrounds, opinions,

capabilities, etc. Willingly share skills, competencies, and knowledge with others. Establish and maintain strong, effective working relationships. Contribute effectively to group efforts. Promote harmony. Agree to disagree without damaging relationships.

7. **Accountability**: Maintain excellent attendance and punctuality. Arrive on time and be prepared to work. Accept responsibility for work and actions. Be reliable.
8. **Integrity**: Demonstrate honesty, high ethical standards, and respect for all team members, co-workers, and Benton REA members.
9. **Professionalism**: Always address internal and external customers with courtesy and respect. Dress in work attire appropriate to the position. Communicate business information in timely fashion, using means of communication appropriate to the situation.
10. **Support of Cooperative Goals, Policies, and Procedures**: Support Cooperative goals. Adhere to all Cooperative policies and procedures. Understand that internal customer and external member focus is always top priority. Contribute effectively in support of that priority.
11. **Problem-Solving**: Use sound logic and methodology to solve problems. Explore multiple sources for answers, as required. Able to identify hidden problems. Propose solutions.

### **Supervisor/Manager Core Competencies**

1. Drive Results: Make appropriate decisions and act. Take appropriate risks and encourage others to take appropriate risks. Support others' decisions. Exercise sound judgment. Motivate team members to high levels of performance.
2. Set Example: Be looked to by others as role model. Mirror Benton REA values, goals, policies, and work requirements by example. Be visible, with a positive presence. Model collaboration. Be involved in making things better in the Association and the community.
3. Provide Vision and Direction: Inspire a shared vision. Set direction that translates the Association vision into actionable plans. Create enthusiasm about the Association's future.
4. Effectively Manage Resources: Use resources effectively and efficiently to accomplish cooperative goals. Establish reasonable budgets and manage expenses within constraints. Act as change agent to pursue innovative ways to do things better.
5. Develop Self and Others: Demonstrate personal growth and learning. Encourage

continuous growth and learning in others. Acknowledge and learn from mistakes. Set clear performance expectations in advance. Share timely and direct performance feedback.

6. Value People: Show respect for others and their ideas. Encourage others' involvement in making things better. Allow flexibility in how work is accomplished. Consider others' needs when making decisions.

### **Job Responsibilities/Essential Functions**

1. In coordination with the Chief Executive Officer: Leads long term strategy discussions setting utility energy policy including fuel mix, carbon footprint, electrification of transportation, energy burden, legislative advocacy, regulatory compliance, and other issues.
2. Responsible for procurement and management of power supply including overseeing the management of the Bonneville Power Administration contracts, rate case proceedings, potential litigation, and any 3rd party or owned generating contracts or facilities.
3. In coordination with members of utility leadership and regional partners, works with variety of regional partners to support state and federal advocacy and represents the utility in proceedings with Bonneville Power Administration.
4. Responsible for the coordination, and negotiation of corporate contracts, direction of corporate contract and document management policies, and the management of utility's relationship with corporate counsel.
5. Leads and directs work involved in building and sustaining strategic relationships with state and federal policymakers, and stakeholders regarding energy policy issues and pending legislation.
6. In coordination with members of utility leadership and regional partners, directs internal and external communication activities and serves as lead between the utility and all levels of government and regulatory offices.
7. Coordinates the internal management of regulatory issues and oversees policy recommendations to executive team and board of directors.
8. Advises executive team regarding advocacy, influence, and negotiation efforts on federal and state issues pulling executive leadership into efforts as appropriate.
9. Coordinates utility compliance with new and existing laws and other critical issues involving energy policy.

10. Assembles and leads internal teams and resources for problem solving energy policy compliance and contract compliance issues.
11. Maintains and hones knowledge of Bonneville power policies, state and federal legislation and state and federal regulation affecting the utility.
12. Represents the utilities perspective to legislators, industry organizations and various statewide organizations and councils.
13. Performs other duties as assigned, directed, or required.

## **Job Requirements**

1. Education/Experience:
  - a. Bachelor's degree from an accredited college or university in Business Administration, Political Science, Environmental Policy, Economics, or a related field; or an equivalent combination of education and experience.
  - b. Seven years of relevant experience in the utility industry. Preference for candidates who have a policy, legal, or contracts background.
2. Knowledge and Skills:
  - a. Excellent interpersonal skills, including oral and written communication, oral presentations, the ability to build strong working relationships, and the ability to interact positively with employees at all levels within the organization, Benton REA Board of Trustees, and Benton REA members.
  - b. Excellent project management skills.
  - c. Strong communication, problem-solving, organizational, and consulting skills.
  - d. Strong leadership skills, including skill in motivating and inspiring staff, building cohesive cross functional teams, solving problems and making sound decisions.
  - e. Must be able to use office equipment such as a copier, computer, printer, peripherals, mobile devices, and various software packages.
  - f. Fosters a professional image by personally being visible and available to staff. Serves as a positive role model and displays a positive attitude. Inspires others.
  - g. Maintain a valid Washington State Driver's License.

3. Mental Demands:

- a. Ability to work independently with minimal guidance and supervision.
- b. Ability to manage diverse work functions while balancing and adjusting priorities in accordance with changing requirements.
- c. Ability to respond quickly and effectively to a rapidly changing work environment.
- d. Ability to understand personal and departmental roles in the bigger organizational picture, and to respond as an effective team member.
- e. Ability to work under pressure. Ability to manage conflict with poise and professionalism.
- f. Ability to compare, copy, compute, compile, analyze, coordinate, and synthesize.

4. Physical Demands:

	Up to 1 Hr Per Day	Up to 2 Hrs Per Day	Up to 3 Hrs Per Day	Up to 4 Hrs Per Day	Up to 5 Hrs Per Day	Up to 6 Hrs Per Day	Up to 7 Hrs Per Day	Up to 8 to 10 Hrs Per Day
Standing		X						
Walking			X					
Sitting								X
Keyboarding								X
Seeing, Viewing								X
Talking & Listening								X

a. Job May Require Lifting and/or Carrying:

	Never	Occasionally	Frequently	Continuously
Up to 10 lbs.		X		
Up to 20 lbs.		X		
Up to 30 lbs.		X		
Up to 50 lbs.	X			
Up to 100 lbs.	X			

b. Job Can Require:

	Never	Occasionally	Frequently	Continuously
Bending		X		
Squatting		X		

Crawling	X			
Climbing	X			
Reaching above shoulder level		X		

c. Activities Can Include:

	Never	Occasionally	Frequently	Continuously
Unprotected heights	X			
Around noisy machinery	X			
Exposure to marked temperature changes	X			
Driving automotive equipment		X		
Exposure to dust/fumes/gases	X			

Note: Occasionally means 1% to 33%, Frequently means 34% to 66%, and continuously means 67% to 100%.

5. Working Conditions

- a. Typically, normal office environment with low to moderate levels of noise exposure and a temperature-controlled work area with occasional work outside for various events.
- b. Use of office machines, including computer monitor, keyboard, mouse, and related peripheral devices.
- c. Regional travel for industry meetings is required.
- d. Requires working outside of normal work hours and/or days occasionally.

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The Director of Energy Policy and Contract Management shall have full authority to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the Association.

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Benton REA retains the discretion to add to or change the duties of the position at any time.

Reviewed and approved: \_\_\_\_\_

Manager/Supervisor

Human Resources

Date

I have read and understand this explanation and job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Last Modified: 1/18/2024