

VALLEY ELECTRIC ASSOCIATION, INC.

JOB DESCRIPTION

I. IDENTIFICATION

- A. Title: **Director of Transmission Energy Services**
- B. Department: Engineering and Compliance
- C. Reports To: Executive Vice President of Engineering and Compliance

II. OBJECTIVES

To direct and manage the regional contracted transmission energy services of the Cooperative to facilitate the contractual requirements, foster relationships and expand business opportunities. This position is the primary Valley Electric Association, Inc. (VEA) contact responsible for all aspects of VEA's transmission energy contractual relationships.

III. KEY RESPONSIBILITIES AND AUTHORITY

- a. Manages transmission contracts and services for the Cooperative and develops business strategies and plans to expand Cooperative's business opportunities.
- b. Directing a variety of day-to-day activities including: ensuring contract provisions are managed and applied appropriately; negotiating new or amended contracts; resolving disputes with the counterparty; and facilitating the resolution of engineering, operating and planning issues related to contracts.
- c. Collaborating with other internal departments in administering contracts to ensure contract milestones are met, facilitate the resolution of engineering, compliance, operating, planning, accounting, billing and procedural issues relating to contracted transmission and regional energy services projects.
- d. Develops, recommends, and monitors annual work plans and budgets for VEA's contracted transmission and regional transmission energy agreements and prepares regular reports for the EVP of Engineering & Compliance to assure coordination and compliance with overall Cooperative plans and goals.
- e. Maintains effective internal and external relationships to enhance information transfer, productivity and meet contractual obligations.
- f. Builds and maintains strong relationships with the California Independent System Operator (CAISO), Regional Transmission Organization (RTO) and other regional entities, representing VEA as assigned to ensure adequate representation of the Cooperative's and contract interests. Monitor and evaluate regional opportunities and initiatives.

- g. Manages large special projects related to regional transmission energy and transmission contracts among Cooperative departments and consultants to ensure schedules, budgets and deliverables are being met.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

This job description in no way implies that the duties and responsibilities listed herein are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the supervisor.

IV. AUTHORITIES AND ACCOUNTABILITY

- a. The Director of Transmission Energy Services shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.
- b. The Director of Transmission Energy Services is accountable to the management of the Cooperative for the efficient performance of these responsibilities and recognizes that although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be.
- c. The Director of Transmission Energy Services is required to use initiative and judgment in making decisions, remembering that the Cooperative's best interest will be affected.
- d. The Director of Transmission Energy Services will be expected to make suggestions for the improvement of operations and efficiency.
- e. The Director of Transmission Energy Services shall secure the approval of the COO or CEO in making decisions when policies are not clear or require interpretation.

V. RELATIONSHIPS

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

Inside the organization:

- a. The position reports directly to the EVP of Engineering & Compliance, with additional reporting responsibilities to the COO.

Outside the organization:

- a. Asset owners VEA provides contracted services to

- b. Outside Consultants: Attorneys, business advisors, etc.
- c. Officials and Representatives from CAISO and RTO's
- d. Other companies and organizations that further the strategic initiatives of the company.

VI. SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Requires a four-year degree from an accredited college or university with a major in engineering, with an additional emphasis on business administration or business management. Additional specialized training in project or contract management preferred.

Experience: A minimum of 10 years of increasingly responsible experience in electric utility systems is required, preferably with a consumer-owned or publicly held utility system. A minimum of 5 years' experience in managing transmission projects or contracts is required.

Knowledge: Working understanding of ISO's, RTO's, WECC, FERC, and NERC. Thorough working knowledge of power system design, construction, operations and maintenance specifications and standards is required. A working knowledge of applicable codes, regulations and standards, both national, state and local, is also essential. Knowledge of budgeting, forecasting, and engineering-related information systems is desirable. Other preferred areas of knowledge include cost of service, retail rate design studies, job training and safety related areas.

Abilities and Skills: The ability to effectively coordinate available resources is essential. The ability to effectively communicate with others, both orally and in writing, is essential. The possession of in-depth conceptual and working knowledge of member-owned utility relationships and standards as required by applicable state and federal agencies is required.

Working Conditions: Generally accepted office working conditions are expected. Occasional work outside normal working hours may be required. Occasional travel required to represent the Cooperative at training and information meetings of allied organizations, professional groups, and strategic organizations.

Physical and Mental Requirements: Must be able to perform sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Must be able to lift objects generally weighing 10 pounds or less. Must be able to work while sitting most of the time. Must be able to perform repetitive motions with hands and fingers such as dialing and keyboarding. Primarily inside work at a desk. Must be able to use office equipment such as a copier, computer and printer. Must be able to communicate to individuals, as well as small and large groups. Must be able to read, write and do arithmetic. Requires writing reports, analyzing data and reports, conducting

research, coordinating people and resources, directing and supervising people and evaluating performance. Skills in developing plans procedures, and goals required. Must be able to present information to others and work under stress.

Personality Requirements: Must be a highly motivated person requiring little direct supervision. Must be a detailed individual who likes working with others and is capable of motivating others within a team environment. Must also be able to prioritize work in order to meet all of the various deadlines throughout the month and year.

Date:	_____	_____
		EVP of Engineering & Compliance
Accepted by Date:	_____	_____
		Employee
Date:	_____	_____
		EVP of Human Resources