



August 9, 2018

**Illinois Power Agency
Seeks
Program Managers for New Solar Programs**

The Illinois Power Agency is seeking two Program Managers to staff solar energy incentive programs that the Agency is launching to support the development of new solar generation across Illinois. This includes the **Adjustable Block Program** for the development of photovoltaic distributed generation and community solar, and the **Illinois Solar for All Program** to support solar for low-income households and communities. Please see the attached job description for more information on the duties of the position and the qualifications required.

To apply, please send a cover letter, resume, and three professional references to:

Anthony Star
Director
Illinois Power Agency
160 North LaSalle Street, Suite C-504
Chicago, Illinois 60601

IPA.Contactus@Illinois.gov

No phone calls please.

Applications without a cover letter describing the applicant's relevant experience and why he or she would be a strong candidate for this position with the Agency will not be reviewed for consideration. Please indicate in the cover letter your interest in serving as Program Manager for the Adjustable Block Program, the Illinois Solar for All Program, or both.

The Illinois Power Agency is an independent State Agency created in 2007 to develop electricity and renewable resources procurement plans and to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities. The Agency is growing as it expands its operations to include new programs that promote the development of renewable energy resources. For more information about the Illinois Power Agency, please refer to: www.illinois.gov/ipa.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

**160 North LaSalle Street, Suite C-504
Chicago, Illinois 60601**

www.illinois.gov/ipa

ILLINOIS POWER AGENCY

POSITION DESCRIPTION

1. POSITION TITLE		2. AGENCY		3. WORK	4. POSITION NUMBER	
Existing Position						
New/Revised Position Program Manager		Illinois Power Agency		016		
5. WORK LOCATION			6. TERM CODE		7. EFFECTIVE DATE	
Existing Position					<input checked="" type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY	
New/Revised Position Chicago					8/9/18	
8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
<p>Background</p> <p>The Adjustable Block Program is a state-administered solar incentive program that provides Approved Vendors with contracts for the delivery of Renewable Energy Credits that offer financial support for the development of new photovoltaic distributed generation (under 2 MW) and community solar projects in Illinois.</p> <p>The Illinois Solar for All Program follows the same general structure as the Adjustable Block Program, but is focused on bringing the benefits of solar energy to low-income households and communities through a focused incentive structure intended to address barriers to solar adoption, with a particular focus on projects located in Environmental Justice Communities.</p> <p>For more information on the two Programs, see Chapters 6 and 7 (Adjustable Block Program), and Chapter 8 (Illinois Solar for All Program) of the Agency's Long-Term Renewable Resources Procurement Plan (available at: https://www2.illinois.gov/sites/ipa/Pages/Renewable_Resources.aspx). Programs are implemented through firms hired to serve as third-party Program Administrators, with the Agency's internal Program Managers exercising direct oversight over those firms' program administration work.</p> <p>Program Managers will report to the Agency Director and will be responsible for the day-to-day management of the applicable program. The Program Manager will be the primary liaison between the Agency and the third-party Program Administrator.</p> <p>A successful Program Manager will ensure seamless operations of the program, including managing the relationship between the Agency and the applicable Program Administrator, and will serve as the Agency's subject matter expert on the program.</p> <p>Key Roles and Responsibilities</p> <ol style="list-style-type: none"> Serve as primary liaison between Agency and third-party Program Administrator. Serve as a subject matter expert for the Agency on the applicable program's guidelines and requirements, and on one or more of the following: photovoltaic project development, renewable energy policy, low-income energy and equity issues. Monitor third-party Program Administrator contract deliverables, program performance, budgets, etc. Recommend adjustments and corrective actions as needed. Take primary responsibility for resolution of issues escalated by the Program Administrator to the Agency for review and consideration. Develop recommendations for resolution of significant escalated issues. Review and recommend approval of program materials, reports, and other information submitted by Approved Vendors as needed. Respond to inquiries from the general public, potential program participants, and other stakeholders regarding the applicable program. Prepare presentations and reports related to Agency programs and renewable energy. Research and monitor the state of the photovoltaic industry in Illinois and nationally. Provide support to the development of updates of the Agency's Long-Term Renewable Resources Procurement Plan. Represent Agency at meetings, workshops, and other events. Perform other tasks as assigned by the Agency Director. 						
IMMEDIATE SUPERVISOR SIGNATURE			DIRECTOR SIGNATURE		DATE	
					8/9/18	

9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Director, Illinois Power Agency

10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR

List position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies

11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION.

Required Experience

1. Bachelor's Degree required; graduate or professional degree preferred.
2. Minimum 5 years of relevant professional experience. Preferably this experience should be in renewable energy programs or policy, and particularly related to solar project development. Experience in related fields such as energy efficiency programs (with some knowledge or understanding of renewable energy policy) or low-income energy program management will also be considered.
3. Demonstrated experience managing projects (preferably including project initiation and close).
4. Proven experience with programs that serve low-income communities, community-based organizations, and environmental justice communities (Illinois Solar for All Program Manager).
5. Experience managing contractual relationships with vendors.

Key Skills Desired

1. Demonstrated knowledge of, and interest in, renewable energy development.
2. Familiarity with the Agency's Long-Term Renewable Resources Procurement Plan and the Illinois Renewable Portfolio Standard as updated by Public Act 99-0906 (the Future Energy Jobs Act).
3. Knowledge of renewable energy development in restructured energy markets, and the use of Renewable Energy Credits.
4. Understanding of regulatory and market structure for electricity delivery and supply in Illinois.
5. Ability to handle multiple tasks and changing priorities in an entrepreneurial and evolving, business environment.
6. Strong organizational skills and project management skills.
7. Effective verbal and written communication skills.
8. Commitment to upholding the highest ethical standards and the avoidance of any actual or perceived conflicts of interest.
9. The position is located in Chicago, and may require occasional travel elsewhere in Illinois, on an as-needed basis.

Program Managers are prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.