



## **Procurement Administrator**

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5<sup>th</sup> largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

### **What You'll Do**

CPA is seeking a motivated, highly organized, and detail-oriented team member to manage CPA's procurement of goods and services to support a wide variety of business needs for a growing organization. The team member will focus on implementing systems and processes to ensure efficient and cost-effective procurement as we advance clean energy goals in a way that adheres to the local priorities of our member agencies.

CPA procures goods and services ranging from specialized consulting and program support to legal services and office equipment. These procurement activities take place under the authority of CPA's Non-Energy Public Contracting Policy and CPA's Board of Directors. The Procurement Administrator is responsible for running solicitations to select vendors, managing the contract negotiation process, obtaining contract approval, and managing contracts with existing vendors. Additionally, the Procurement Administrator is responsible for maintaining processes and policies related to procurement, as well as implementing systems to improve the efficiency of CPA's procurement efforts. CPA's energy procurement activities are managed separately and are not the responsibility of the Procurement Administrator.

### **Who You'll Work With**

The Procurement Administrator will report to the Chief Operating Officer. You will work closely with the General Counsel, department heads, program managers and staff across the organization, in addition to a wide variety of vendors and consultants who do business with CPA.

### **Commitment to Diversity**

At CPA, 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. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits 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.

### **Culture**

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

#### **Successful Candidates Must Demonstrate the Following Abilities:**

- Have high attention to detail with strong organizational skills.
- Have strong project management skills.
- Handle multiple priorities to meet deadlines and escalate key issues.
- Work accurately and swiftly under pressure.
- Demonstrate good judgement and integrity.
- Communicate effectively, orally and in writing, and translate complex technical information into non-technical language.
- Have a high tolerance for uncertainty but know how to bring things to resolution.
- Have a strong work ethic befitting an environment transitioning from start-up to operations.

#### **Duties and Responsibilities**

- **Solicitation Development and Administration:** Work with business leads to identify procurement needs, develop a clear scope of work (SOW), and set a solicitation schedule and strategy that meets the need in accordance with applicable processes and policies. Facilitate key aspects of the solicitation process including, notifying potential vendors of procurement opportunities, holding bidder conferences, responding to vendor questions, evaluating offers, and selecting successful bidders.
- **Contract Negotiation and Execution:** Manage the contract negotiation process with successful bidders working with business leads and the General Counsel. This includes preparing contract documents, reviewing proposed changes, gaining internal approval of final documents and routing for execution. Administer a similar process for negotiation and execution of contract amendments.
- **Contract Management:** Establish processes to ensure contract obligations are met and all required documentation is provided by vendors including financial and insurance information. Maintain a centralized contracts database and filing structure for CPA's contracts and related documents in accordance with CPA's record retention policy.
- **System and Process Development:** Maintain and update CPA's procurement process documentation and procedures. Identify and engage in activities to continuously improve the efficiency of CPA's procurement activities. Coordinate with the Data and Systems team to implement software solutions, as needed.
- **Compliance and Reporting:** Track compliance with CPA policies and applicable laws, and provide reporting to regulatory agencies, as required. Provide regular reporting on procurement activities to management and CPA's Board of Directors.
- **Diversity, Equity, and Inclusion:** Work as part of CPA's Diversity, Equity and Inclusion team to

develop best practices to improve the diversity of CPA's vendor base and track related procurement data for reporting purposes.

- **Other duties as assigned.**

### **Qualifications**

Candidates must have the following:

- A bachelor's degree and at least 3 years of experience in procurement of a variety of goods and services.
- Demonstrated experience developing scopes of work for complex services.
- Demonstrated experience managing multiple concurrent solicitations.
- Ability to sit at a desk and work on a computer for prolonged periods.

### **Required Skills**

- Excellent organizational, interpersonal, and analytical skills.
- High attention to detail.
- Handle multiple priorities to meet deadlines and escalate key issues.
- Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment.
- Work well with diverse teams and consultants and is highly collaborative.
- Proficient with Microsoft Office Suite and data visualization tools, or related software.
- Experience with vendor management and request for proposal administration software.
- Able to exercise sound judgment on key decisions in developing the contracts administration function, including recognizing circumstances that require escalation.

### **Salary and Benefits**

The salary range for this position is \$75,540-\$101,140, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

Candidates with 5+ years' experience in the negotiation of complex procurement contracts, including insurance and liability requirements, and able to review contract documents and accurately communicate contractual positions internally and externally, may be considered for a higher salary grade.

### **How to Apply**

Candidates should apply at [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=3582100](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3582100). The start date for the position is as soon as possible and will remain open until filled.