

STOWE ELECTRIC DEPARTMENT

Opening for a Manager of Regulatory Compliance

April 2020

SUMMARY

Reporting to the General Manager of Stowe Electric, the Manager of Regulatory Compliance is a key management position responsible for monitoring and relating state, federal and municipal regulations. and for keeping up to date with dockets and coordinating regulatory filings. There is regular interactions with local officials, state regulators, attorneys and members of the press.

WORKING HOURS

Hours of operation will be from 8:00am – 4:00pm, Monday-Friday. Hours may include time outside of normal business hours on a frequent basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes but not limited to the following:

- Monitor developments in Public Service Board dockets of importance to Stowe Electric and its ratepayers. This may include reading PSB orders, parties' filings, and other (related documents).
- Monitor bills before the Vermont State Legislature which would have an impact on Stowe Electric and its ratepayers. Includes participation in regular conference calls during the legislative session with members of other Vermont electric utilities as well as attending meetings of the legislature and committees.
- Participate in regulatory cases, including representing Stowe Electric during Public Service Board hearings and workshops.
- Assure that the Electric Department remains in compliance with all legal and regulatory requirements.
- Compose memos to keep the General Manager, Stowe Electric Staff, and Board of Electric Commissioners informed of all issues relating PSB dockets, State and local legislative developments, and reports issued by jurisdictional agencies pertinent to the Electric Department operations.
- Lead and coordinate development of non-financial reports for review by the Public Service Board, Public Service Department and other jurisdictional state and federal agencies. Coordinate communication between Stowe Electric staff or consultants hired to assist in the completion of these filings.
- Lead the development of grant applications, including coordination between partner organizations, drafting application documents, and communicating with key members of the funding organizations.
- Composes and coordinates Stowe Electric communications with outside parties such as members of the press, public, private entities, and other industry members.
- Represent and advocate for Stowe Electric during meetings attended by members of the electric industry, non-profit electric transportation advocacy groups.
- Managing the transferring of hardcopy Public Service Board docket files to electronic file storage on Stowe Electric's shared drive as needed and updating as dockets progress.

- Communication with regulators.
- Manage the filing of Stowe Electric's Right-of-Way easements.
- Researching Town of Stowe Land Records for issues pertaining to the Department's Right-of-Way easements.
- Communication with Stowe Electric legal counsel on various dockets and orders researching Town of Stowe Land Records for issues pertaining to the Department's Right-of-Way easements.
- Work with General Manager on special assignments/projects as needed.
- Keeping current on regulations and changes through ongoing training.
- Tracking/implementing/reporting all Tier I, II and III requirements.
- Driving the Integrated Resource Plan creation
- Assuring timely reporting to State and outside agencies

QUALIFICATIONS

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.

Advanced computer skills including Excel, Word and Outlook.

Excellent verbal and written communication skills.

Ability to interact with various levels of personnel, attorneys, government officials, press, and members of the public.

Ability to translate and interpret complex legal documents, policies, and discern elements critical to Stowe Electric.

Ability to multi-task and manage time between competing responsibilities.

EDUCATION/EXPERIENCE

A Masters or advanced degree in regulatory environment, contract law, business, public policy, public relations or energy policy or a Bachelors in a related field with a minimum of five years' experience in a regulatory environment or municipal utility.

LANGUAGE SKILLS

Ability to read and comprehend complex documents and to distill critical information for others.

Excellent writing skills.

MATHEMATICAL SKILLS

Basic mathematical skills required and ability to use a calculator.

REASONING ABILITY

Above average ability to define problems, collect data, establish facts and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

CPR certification will be provided and will be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical of an office environment with occasional travel outside of the office required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FLSA EMPLOYMENT TYPE

Exempt – Salaried Employee

Please email resume and three references to:

Ellen Burt General Manager

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