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**CREA Executive Committee Meeting**

Friday, September 18, 2020

10: 00 am – Noon

*Remote meeting*

**Meeting ID**

[meet.google.com/tqb-fqsv-mpj](https://meet.google.com/tqb-fqsv-mpj)

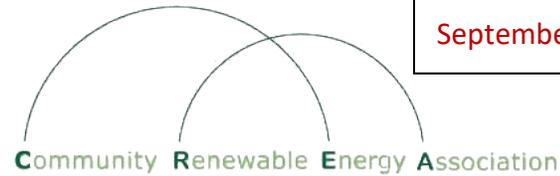
**Phone Number**

1-631-743-6672, PIN: 914 043 702#

1. **Welcome and introductions** – Les Perkins, CREA Chair
2. **Discussion related to the hiring of a new CREA Executive Director**
  - a. Discussion of hiring standards, criteria and policy directives
  - b. Public input related to hiring standards, criteria and policy directives
  - c. Deliberation and possible adoption of hiring standards, criteria and policy directives

**NOTE: See attached draft job description to assist with the conversation.**

3. **Adjourn**



**DRAFT 2**  
September 16, 2020

**Position:** Executive Director

**Date:** September, 2020

**FLSA Status:** Exempt, not overtime eligible

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### **Purpose of Position:**

Organize, plan, and direct the activities and operations of the Community Renewable Energy Association (CREA).

### **Essential Job Functions:**

Provide leadership in implementing the organization's vision, goals and objectives in conjunction with the CREA Board of Directors and Executive Committee. Establish operational targets in compliance with overall goals and objectives. Plan and develop programs, services and activities based on the organization's high level strategic vision.

Attend CREA Board, Executive Committee, and various other meetings, providing input and receiving direction or other information.

Prepare and present initial and revised budget requests. Monitor and approve expenditures for compliance to approved budget. Develop grant requests and solicit funds for organization services.

Expand CREA membership by identifying potential new membership among Oregon counties, cities, irrigation districts, renewable generation developers and organizations with goals commensurate with the CREA.

Research and draft legislative and rulemaking proposals. Prepare testimony for presentation to legislative committees and state agencies. Work with policymakers and other officials in preparing and amending legislation and rules to achieve CREA's goals and objectives. Monitor progress of relevant legislation and rulemaking.

Confer with members to identify and help resolve problems in various areas, e.g. organizational structure, finance, human resources, legal, intergovernmental relationships, etcetera. Identify and develop new and additional sources of revenue.

Monitor state and federal agency activities relevant to CREA priorities. Coordinate and supervise work of CREA contract legal counsel on matters that come before the Oregon Public Utilities Commission and the Federal Energy Regulatory Commission.

Coordinate activities and act as liaison with a wide variety of energy related organizations and agencies.

Maintain cooperative working relationship with members, staff, stakeholders, and the public.

Follow all safety rules and procedures for work areas.

### **Auxiliary Job Functions:**

Maintain proficiency and expertise by attending meetings, reading materials and meeting with others in areas of responsibility.

### **Job Qualification Requirements:**

*Mandatory Requirements:* Broad knowledge of state and federal energy policy, problems and practices; state and federal legislative and lobbying process; laws, rules and regulations affecting renewable energy and its development; intergovernmental relationships; budgeting; and principles of supervision and personnel practices. Bachelor's degree, or equivalent experience, in an area relevant to CREA, and more than seven years experience including at least three years of responsible management or administrative experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

*Special Requirements/Licenses:* Possession of valid driver's license.

*Desirable Requirements:* Previous experience leading an advocacy organization.

### **Physical Demands of Position:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etcetera, and may infrequently require moving materials weighing up to 15 pounds. Manual dexterity and coordination are required less than 50 percent of the work period while operating equipment such as computer keyboard, calculator and standard office equipment.

### **Working Conditions:**

Usual office working conditions. Overnight travel, primarily within the state of Oregon, may be required to attend meetings.

### **Supervisory Responsibilities:**

Currently responsible for supervision of one CREA contract employee and contract attorney.

### **Supervision Received:**

Works under the direction of the CREA Board of Directors and CREA Executive Committee.

This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to or a logical assignment for the position.