



February 6, 2015

The Illinois Power Agency Seeks a Contract Administrator

Help expand the market for solar energy in Illinois! Come join the entrepreneurial team at the Illinois Power Agency as it builds new opportunities to bring the value of clean, renewable energy to Illinois homes and businesses.

The Illinois Power Agency seeks a Contract Administrator to help develop and manage systems for administration and monitoring of its contracts. The primary focus for this new position will be to manage contracts associated with the Agency's procurement of renewable energy credits from solar photovoltaic energy systems under a newly established \$30 million program. Responsibilities related to this program include ensuring compliance by winning bidders with contract terms, management of bidder applications and deposits, verification of contract components, and receipt and processing of renewable energy credits and related invoices.

In addition to the Agency's solar procurement program, this position will also involve the administration of other Agency contracts. Please see the attached job description for more details on duties and qualifications.

To qualify for consideration, applicants must demonstrate experience in at least one of the following categories:

1. Prior experience with state government contract administration (preferred);
2. Prior experience with either the development process for photovoltaic energy systems, or with energy contract administration and settlements.

Applicants should clearly explain in their cover letter how they comply with this experience requirement. Applications that do not include this information will not be considered by the IPA.

To apply, please send a cover letter (required), resume, three professional references, and a salary history to:

Anthony Star, Director, Illinois Power Agency
anthony.star@illinois.gov

Salary commensurate with qualifications and experience.

No phone calls please.

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

ILLINOIS POWER AGENCY

POSITION DESCRIPTION

1. POSITION TITLE		2. AGENCY		3. WORK COUNTY	4. POSITION NUMBER	
Existing Position						
New/Revised Position Contract Administrator		Illinois Power Agency		16		
5. WORK LOCATION			6. TERM CODE		<input checked="" type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY <input type="checkbox"/> ABOLISH	7. EFFECTIVE DATE
Existing Position						2/6/15
New/Revised Position Chicago						
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
	<p>Summary:</p> <p>Reporting to the Agency CFO, the Contract Administrator will coordinate and manage all steps of the Agency's contract administration process and systems (from inception, to execution, to contract closeout) in coordination with other Agency staff and with other applicable State Agencies.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Administer and manage Agency contracts, including monitoring, and compliance. • Ensure Agency contracts are executed appropriately and in compliance with applicable State laws and rules. • Maintain and manage Agency electronic and physical contract files (including copies of contracts, all correspondence, invoices, changes/modifications/amendments, payment schedules, and other supporting documentation). • Work with the COO to ensure adherence with applicable internal controls governing Agency contracts. • Coordinate with the CFO to ensure appropriate invoice review and payment, as well as billing and collection. • Develop, prepare, and distribute regular reports on the status of all Agency contracts. • Perform contract closeout activities as required. • Track, and ensure compliance with, contract task orders, deliverables, and deadlines. • Confer with Agency management, contractors, and other State entities as needed concerning contract payment and compliance requirements. • Work with the COO, CFO, and Chief Legal Counsel to interpret and implement contract administration policies and procedures. • Develop, recommend, and coordinate the implementation of new contract administration procedures. • Assist the Chief Legal Counsel in monitoring contract-related legislative enactments and other changes in state law surrounding contract requirements and provisions. • Operate the Agency's Renewable Energy Credit tracking accounts in PJM-EIS and M-RETS to verify the receipt and retirement of renewable energy credits. • Conduct special projects as assigned by the Director. • Perform other activities as necessary or assigned by Agency senior management. 					
IMMEDIATE SUPERVISOR SIGNATURE			DIRECTOR SIGNATURE			DATE

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.)

Chief Financial Officer

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.

Education:

- Bachelor's degree. Business Administration or related field preferred.

Experience:

- Either
 - Prior experience with state government contract administration (preferred); or
 - Prior experience with either the development process for photovoltaic energy systems, or with energy contract administration and settlement.
- At least three (3) to five (5) years of experience in the preparation, execution, administration and monitoring of contracts varying in financial value and complexity.
- Proficiency using the Internet and Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint).
- Excellent verbal and written communication skills.
- Strong organizational and project management skills.
- Experience with local or state government departments or agencies strongly preferred.
- Understanding of principles of governing regulations of energy procurement contracting desirable.
- Knowledge of the energy industry/electric utilities desirable.
- Demonstrated understanding of principles of governmental procurement/purchasing, contract administration, and contract compliance preferred.
- Exposure to state/local laws, codes, and regulations concerning governmental procurement/purchasing.

Additional Qualifications:

- Ability to establish and maintain effective working relationships with multiple constituents in the course of work including Agency third-party contract entities, employees in other State agencies, departments, and commissions.
- Ability to work on multiple tasks with minimal supervision in a dynamic, entrepreneurial environment.