Bay Area Biosolids to Energy Coalition
2500 Pittsburg Antioch Highway, Antioch CA 94509-1373
www.bayareabiosolids.com

PROGRAM MANAGER SOLICITATION
Covering a Period of: May 1, 2016 – October 31, 2016

The Bay Area Biosolids to Energy Coalition (BAB2E) invites interested parties to submit a bid response to provide part-time program management services to the Coalition for a six-month term. The Program Manager (PM) oversees Coalition activities and supports existing regional projects. The Coalition consists of 19 greater San Francisco Bay Area public entities that have entered into a Joint Exercise of Powers Agreement (JEPA) to develop a diverse and robust portfolio of beneficial biosolids resource recovery projects for the San Francisco Bay Area.

The Coalition seeks a part-time Program Manager to oversee and direct all activities necessary to achieve its goals (which are listed on the Coalition website at http://bayareabiosolids.com/goals). In general, the duties of the Program Manager are: Administrative – including chairing regular Coalition meetings and strategic planning; Financial – managing the Coalition budget and overseeing the work of advocacy consultants working to secure state and federal funding; Technical – overseeing the work of the various technical consultants, being the lead responsible for all required solicitations, subsequent contract negotiations and contract administration, and JEPA administration including all aspects of the current document (except Lead Agency) and subsequent amendments required for project(s) implementation; Public Relations – supporting the work of the Coalition public relations team and being the spokesperson for the Coalition.

Delta Diablo Sanitation District (DDSD) is currently the Lead Agency. The selected candidate will enter into either a personal services contract or consultant contract with DDSD to perform the duties of Program Manager. The ideal candidate will have: management experience either in the public or private sector; understanding of complex technical issues with experience in biosolids; ability to facilitate and lead a diverse group of stakeholders; present an open, knowledgeable and approachable public persona; have good financial management skills; be decisive without restraining input or being curse.

The proposed contract is for six months in duration. Three months into the contract, the Executive Board will work with the PM to develop a “mid-contract status report” identifying progress towards BAB2E goals and objectives. Leading up to the end of the six month contract, the PM will have the opportunity to showcase strategic acumen and articulate how he or she could fit the roll of the PM long term.

Applications for the position should include a letter of interest and qualifications, a one page description of their unique approach to the position, three references, and a full resume. If the candidate has other professional responsibilities, the candidate should also submit one additional page explaining how other commitments will be

Coalition members: Central Marin Sanitation Agency; City of Burlingame; City of Livermore; City of Millbrae; City of Richmond; City of San Jose; City of Santa Rosa; Delta Diablo; Dublin San Ramon Services District; Fairfield-Suisun Sewer District; Ironhouse Sanitary District; Palo Alto Regional Water Quality Control Plant; San Mateo County Sanitation District; San Francisco Public Utilities Commission; Sausalito Marin City Sanitary District; Silicon Valley Clean Water; Union Sanitary District; Vallejo Sanitation & Flood Control District; West County Wastewater District
managed so that the BAB2E Program Manager is the candidate’s top priority. Applications are due by 5:00 pm on **Monday March 28th** and should be submitted electronically to:

Manon Fisher  
415.695.7378 (direct line)  
programmanager@bayareabiosolids.com

General questions regarding applying should be directed to Manon Fisher. The following information to assist the candidate is available online at [http://bayareabiosolids.com/](http://bayareabiosolids.com/) under **Employment Opportunity**:  

- Bay Area Biosolids to Energy Coalition Program Manager Scope of Services  
- Amended and Restated Bay Area Biosolids to Energy Coalition Joint Exercise of Powers Agreement (JEPA)