



## **ORGANIZATION OF PJM STATES, INC.**

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### Assistant Executive Director Job Description

#### **Position Overview**

The Assistant Executive Director is an individual who works with the Executive Director to provide for all programs, activities and functions of the Organization of PJM States, Inc. (OPSI). Primary responsibilities are:

- (1) To disseminate information so that OPSI members can develop common understanding and consensus positions (when possible);
- (2) To report to OPSI's members through the Executive Director;
- (3) To make policy recommendations to the Executive Director, President, and Board of Directors; and
- (4) To facilitate the drafting of documents embodying OPSI positions.

#### **Education**

- A bachelor's degree is required; and,
- A post-graduate degree in an appropriate field (such as economics, law, engineering, or public policy/administration) is highly desirable.

#### **Experience**

- (1) At least five (5) years of experience working on energy issues;
- (2) Experience working in a group of several stakeholders;
- (3) Familiarity with commissioners and staff of the 14 member jurisdictions of OPSI;
- (4) Familiarity with PJM Interconnection (PJM);
- (5) Ability to encapsulate and summarize PJM information and make recommendations for timely dissemination for OPSI members;
- (6) Experience in working with an organization's Board of Directors; and
- (7) Familiarity with the federal energy regulatory environment.

**Required Abilities and Key Attributes**

- (1) Requires excellent strategic planning skills;
- (2) Requires organizational, interpersonal and communication skills, both oral and written;
- (3) Must be able to effectively coordinate a large body of work through committees and diverse work groups composed of state agency representatives;
- (4) Thorough knowledge of the electric industry, including an in-depth understanding of whole-sale market and transmission issues, specifically in the footprint of PJM.

**Duties and Responsibilities Include:**

- (1) Maintains liaison with non-member state agencies and arranges (facilitates) their participation in OPSI activities corresponding to their statutory authorities, where appropriate.
- (2) Helps plan and facilitates regular monthly teleconferences
- (3) Helps plan and facilitates meetings of other committees and work groups as directed by the President and/or the Board of Directors.
- (4) Coordinates the work of OPSI's subject matter committees and work groups.
- (5) Represents the individual and joint interests of the members of OPSI in regional utility and regulatory matters.
- (8) Provides OPSI members regular information and analysis of developments affecting whole-sale market development.
- (9) Making policy recommendations to the Board of Directors, where appropriate.
- (10) Facilitating the drafting of documents embodying OPSI positions.
- (11) Other duties as assigned by the President, Executive Director and/or the Board of Directors.

Salary and Location: Negotiable.

**SEND COVER LETTER AND RESUME to:**

Gregory Carmean  
OPSI  
700 Barksdale Road, Suite 1  
Newark. DE 19711

CLOSING DATE: January 17, 2020