

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DCAS

DIVISION

Asset Management - Strategic Real Estate Initiatives

ADDRESS1 1 Centre Street

ADDRESS2

CONTACT NAME Michelle Darbouze

E-MAIL mdarbouze@dcas.nyc.gov

PHONE (212) 386-0667

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases non-residential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages CityStore; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that services 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

The Strategic Real Estate Initiatives Unit within Asset Management was recently formed to leverage DCAS' real estate portfolio to support many important goals of the City of New York. DCAS' unique portfolio presents untapped opportunities to undertake initiatives to reduce building-based greenhouse gas emissions, ensure a low carbon footprint for the future, improve energy efficiency, reduce energy related costs to the City, enhance storm resiliency, and create economic development opportunities within City-owned and -leased properties. In order to support the various services that the City government provides, DCAS is responsible for negotiating acquisitions of properties on behalf of other agencies. These acquisitions are targeted towards satisfying City agency operations, enhancing and improving City infrastructure and providing new and expanded public amenities.

POSITION TITLE (Max characters 100)

SREI Energy Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The City's leasing portfolio consists of approximately 830 active leases which consume energy and have a significant impact on the emissions of the City of New York. Over 430 are in private buildings in which the City leases space for public programming and operation of City services and approximately 400 sites are owned by the city and leased to private entities.

This position will focus on evaluating the City of New York's leasing portfolio, conduct research and assist in developing a centralized database of lease specific clauses related to energy. They will also work to identify areas in which the City can reduce greenhouse gas emissions and comply with the 2050 target established in One City Built to Last of reducing emissions by 80 percent based on 2005 levels.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Experience in energy initiatives as it applies to real estate is desired. Experience in reviewing legal documents and analysis is preferred.

APPLICATION PROCESS (Max characters 700)

E-mail resume and cover letter to the contact person listed above. If contacted for an interview, candidates must bring a transcript or enrollment verification statement from their school, attesting that they are accepted to or enrolled in an accredited undergraduate degree program.

SALARY RANGE

\$12 Undergraduate

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)