

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst NM	Level: N/A
Title Code No: 1002A	Salary: \$56,937.00/\$88,649.00 Frequency: ANNUAL
Office Title: Energy Manager	Work location: 101-07 Farragut Road Brooklyn, NY 11236
Division/Work Unit: Administration/M & R Administration	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2574 POSITION:# 401

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Staff Analyst NM to serve as Energy Manager. The Energy Manager will have overall responsibility for the development and management of DHS's energy management program that will assist the City to achieve its energy and greenhouse gas emissions reduction goal of 30 percent by 2017. The Manager will coordinate with DCAS' Energy Management (DEM) to reduce energy and greenhouse gas emissions through improved operations and maintenance. He or she will compile and analyze data for program development and performance measurements. The Manager will ensure fiscal accountability for energy consumption utilizing monthly billing and analyzing energy audits, including site inspections. The Manager will perform energy conservation research, including the study of new technologies, products and equipment and recommend energy efficiency measures that will reduce energy consumption and greenhouse gas emissions for funding by DEM.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, fiscal management, or in a related area, 18 months of which must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

Microsoft Word and Excel.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 10/22/2014

Post Until: 11/06/2014

JVN: 071-2015-172447

The City of New York is an Equal Opportunity Employer.

