

Job ID:

154206

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Business Title:

Billing Program Administrator

Civil Service Title:

ADMINISTRATIVE STAFF ANALYST (

Title Code No:

1002A

Level:

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Job Category:

Clerical & Administrative Support

Career Level:

Experienced (non-manager)

Proposed Salary Range:

\$ 60,000.00 - \$ 70,000.00 (Annual)

Work Location:

1 Centre St., N.Y.

Division/Work Unit:

Energy Management: Energy Budget, Supply and Reporting

**Job
Description****Division Description:**

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees City government's goals to reduce greenhouse gas emissions from government operations 30% by 2017, provide cleaner resources, and enable resiliency, through efficiency and renewables projects, performance tracking, and training. DEM also manages the purchase of electricity, natural gas and steam for City-owned and operated facilities, processing utility bills and developing the City's annual energy budgets for 80 agencies and more than 4,000 facilities.

Job Description, Billing Programs Administrator

The Department of Citywide Administrative Services seeks a Billings Program Administrator for its Energy Management line of service (DEM) to serve within Office of Energy Budget, Supply and Reporting. The program administrator will provide key administrative, analytical and technical support to help build successful demand management and billing audit programs to the office that manages the energy accounts and provides oversight reports to City agencies. This position will report to the Manager of Billing Analytics and Demand Response.

This position has primary responsibility for day-to-day management of Citywide Demand Response (DR) Program, which offers financial incentives for temporary reductions in energy use during periods of peak demand. DEM seeks a dedicated administrator and analyst to monitor and support the vendor in its interactions with City agencies, and to help agencies optimize event performance and earnings potential of participating facilities.

The selected candidate will also provide support for an expanding bill auditing program, and for other seasonal programs (especially interruptible gas accounts). S/he will maintain contact with utility companies and with client agencies. The position has detailed administrative and analytic responsibilities, and the opportunity for developing reporting and outreach systems. The successful candidate must have strong analytic skills, be

comfortable working with numbers, and have proficiency with Excel, including charting and PowerPoint. S/he must have good oral and written communication skills, be professional, well organized, detail-oriented, and have the ability to meet deadlines.

Responsibilities and assignments include but are not limited to:

- Facilitate, monitor, and closely track vendor outreach to City agencies and facilities, covering operating protocols, equipment installations, relevant data feeds and associated invoicing
- Monitor and report on enrollment and performance of City facilities in DR programs, and help optimize performance
- Handle payment matters
- Provide support for semi-annual meetings with agencies
- Stay current with changes in DR programs
- Provide support to city agencies during periods of extreme weather that impact electricity and gas distribution networks such as DR events and gas interruption events
- Help develop and maintain tracking system for the reporting and resolution of utility billing anomalies

Minimum Qual 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 in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; 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, or fiscal management; or in a related area. 18 months of this experience 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 in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

- Familiarity with demand response programs and peak load management concepts or demonstrated ability with willingness to learn these quickly
- Budget/ payment management and tracking experience
- Knowledge of energy commodity markets, electricity generation/distribution industry, and utility billing and metering

To Apply

Please go to www.nyc.gov/careers or to www.nyc.gov/ess for current City employees and search for Job ID # 154206

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

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.