

**City of New York**  
**DEPT OF CITYWIDE ADMIN SVCS**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst NM	<b>Level:</b> 1
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$75,000 - \$85,000
<b>Office Title:</b> Energy Efficiency Program Manager	<b>Work Location:</b> One Centre Street, Manhattan
<b>Division/Work Unit:</b> Energy Management/Energy Policy and Program Implementation	<b>Number of Positions:</b> 1

**Hours/Shift:** Day / 35 Hours

**Job Description**

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Staff Analyst I to serve within DCAS Energy Management's (DEM) Office of Energy Policy and Program Implementation as the Energy Efficiency Program Manager. The Energy Efficiency Program Manager will be responsible for ongoing administration and management of the Accelerated Conservation and Efficiency (ACE) program, a funding program for energy efficiency projects implemented by City agencies and a central component of the municipal energy strategy under the *One City Built to Last*. The ACE program currently has over \$180M in active projects at approximately 600 City buildings. The Energy Efficiency Program Manager will oversee program allocations from DEM to City agencies, and coordinate with and oversee agency delivery of projects, including through project approvals and registration, project installation, commissioning, and completion. The Program Manager will also coordinate all program data collection required to ensure measurement and verification of program costs, energy and greenhouse gas emissions savings, and progress towards program goals. The Energy Efficiency Program Manager will also support office financial accounting functions including tracking spending and reporting program results. The individual must be versatile in directing diverse operations in support of the energy goals laid out in the *One City Built to Last* plan and demonstrate strong project management skills.

Experience in the energy efficiency sector, and with management, tracking and reporting of capital projects; experience with strategic energy and cost data analysis; understanding of energy and facilities management, strategic planning and program management; ability to manage program operations and budget; strong organizational, communication, and interpersonal skills.

Under the leadership of the Deputy Assistant Commissioner, with wide latitude for the exercise of independent judgment and initiative, the Program Manager will:

- Manage the expansion of the ACE Program under *One City Built to Last*;
- Oversee the delivery of existing ACE projects;
- Oversee outreach, collaboration and communication with agencies participating in ACE for optimal program participation and project delivery;
- Oversee utilization of program tracking tools for tracking of a current 600+ energy conservation measures (ECMs) and \$180 million in projects;
- Coordinate development of program update communication materials and program guidance documents;
- Manage and monitor expenditures and energy savings;
- Manage client inter-agency contracts and program support services;
- Conduct financial and strategic analyses to assess program outcomes and goal attainment for the purpose of continuous program improvement, working to identify opportunities for managing costs and improving efficiencies;
- Coordinate with other City agencies on strategic issues related to PlaNYC.

Interested candidates are strongly encouraged to take the upcoming civil service exam for the Administrative Staff Analyst title. For more information, please visit: [http://www.nyc.gov/html/dcas/html/work/exam\\_monthly.shtml](http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml)

**Minimum 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 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

- Three to five years of program management experience;
- Experience with energy efficiency retrofits in existing buildings;
- Familiarity with energy cost, savings and greenhouse gas calculation methodology;
- Strong written and verbal communication skills;
- Must be well-organized, detail-oriented and flexible to handle multiple responsibilities and deadlines simultaneously;
- Strong analytical abilities;
- Advanced Excel skills;
- Familiarity with issues pertaining to energy efficiency in existing buildings;
- Familiarity with City of New York budget and contracting processes.

### Residency Requirements

NYC 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:

Please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs) or [www.nyc.gov/ess](http://www.nyc.gov/ess) for current NYC employees and search for Job ID#: 182125

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

**Post Date: 1/29/2015**

**Post Until: 2/28/2015**

**Job ID: 868-2015-182125**