

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

Civil Service Title: Administrative Staff Analyst	Level: M4
Title Code No: 10026	Salary: \$80,000 - \$95,000
Business Title: Director of Agency Engagement	Work Location: One Centre Street, New York
Line of Service/Work Unit: Energy Management	Number of Positions: 1

Job Description

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees the implementation of the *Long-Term Plan to Reduce Energy Consumption and Greenhouse Gas Emissions of Municipal Buildings and Operations (Long-Term Plan)*—an expansion of the City's PlaNYC Energy Initiative to cut greenhouse gas emissions in City government operations 30 percent by 2017. The Division 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, Director of Agency Engagement:

DEM seeks to hire an Administrative Staff Analyst IV to support Client Agency Energy Management needs. The Director will be responsible for overseeing a broad range of administrative and strategic activities critical to the management of DEM's relations with its client agencies. The position has quantitative/reporting functions covering both site-specific projects and broader programs. In addition, the Director will be responsible for tracking, coordinating, and supporting efforts in other City agencies to reduce GHG emissions. The position has responsibility to lead regular meetings with client agencies and associated reports and communications. The candidate selected will have strong project management and communication skills; excellent analytical and presentation skills; facility with spreadsheets and databases; the ability to initiate and follow through on assignments; the ability to work well with others; and a commitment to energy conservation in the public sector.

Under the leadership of the Deputy Assistant Commissioner, with wide latitude for the exercise of independent judgment and initiative, the Director of Agency Engagement will:

- Oversee and coordinate development of monthly client agency meetings;
- Work with the DEM Executive team to ensure achievement of PlaNYC 30x17 goals relating to reducing municipal energy use;
- Track MOUs and invoicing by Agency monthly;
- Communicate to Agencies, along with DEM critical staff, status of the following: billing, usage, and energy efficiency audits and projects by Agency building on a monthly basis;
- Coordinate with other City Agencies on strategic issues related to PlaNYC;
- Supervise analytical staff, as needed.

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

Preferred qualifications include some or all of the following: Experience in strategic planning and project management; understanding of climate change issues and greenhouse gas emission reduction efforts for buildings, and other emission sources; analysis and forecasting experience; strong written and verbal communication skills; familiarity with issues pertaining to environmental sustainability.

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

Please go to www.nyc.gov/careers and search for Job ID # 120856
For current City employees please go to www.nyc.gov/ess and log into Employee Self Service.

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

Posting Date: 05/31/2013

Post Until: 06/30/2013

JVN: 868-2013-120856

The City of New York is an Equal Opportunity Employer