

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

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|--|---------------------------------------|
| <b>Civil Service Title:</b> Administrative Staff Analyst     | <b>Level:</b> NM, II                  |
| <b>Title Code No:</b> 1002D                                  | <b>Salary:</b> \$70,000 - \$90,000    |
| <b>Office Title:</b> Energy Efficiency Program Administrator | <b>Work location:</b> 1 Centre Street |
| <b>Division/Work Unit:</b> Energy Management                 | <b>Number of Positions:</b> 1         |

**Job Description**

**Division 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 through energy efficiency retrofits, improved operations and maintenance, clean distributed generation deployment, and upgrades to the City's vehicle fleet, streetlights, and wastewater treatment infrastructure. 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, Energy Efficiency Program Administrator:**

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Staff Analyst II to serve within DCAS Energy Management's Office of Energy Programs and Strategy as the Energy Efficiency Program Administrator. The Energy Efficiency Program Administrator will be responsible for developing, implementing, and administering a funding program for energy efficiency projects implemented by City agencies. The Energy Efficiency Program Administrator will coordinate all program data collection required to ensure measurement and verification of program costs, energy and greenhouse gas emissions savings, project completion, and progress towards goal. The Energy Efficiency Program Administrator 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 30x17 goal and demonstrate strong project management skills.

Under the leadership of the Director of Energy Programs and Strategy, with wide latitude for the exercise of independent judgment and initiative, the Program Administrator will:

- Participate as a lead in formulating and structuring a new program;
- Develop and oversee use of progress tracking tools and program guidance documents;
- Monitor expenditures and track project completion on a high level, working to identify opportunities for managing costs and improving efficiencies;
- Manage client inter-agency contracts and program support services;
- Conduct financial and strategic analyses to assess program outcomes and goal attainment;
- Coordinate with other City agencies on strategic issues related to PlaNYC.

**Preferred Skills**

- A master's degree from an accredited college in economics, finance, accounting, business or public administration, or a closely related field.
- Three to five years of program management experience;
- 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.

**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
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.

**To Apply:**

Please go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 121059

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

**Post Date: 6/7/13**

**Post Until: 7/7/13**

**JVN: 868-2013-121059**

**The City of New York is an Equal Opportunity Employer**