
Job Title	Salesforce Administrator, Energy Management
PVN ID	VA-2102-003868
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Full Time
Annual Salary	\$75,504.00 - \$97,138.00
Hour(s) a Week	35
Closing Date	Oct 25, 2022 (Or Until Filled)

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

For this specific role, on behalf of DEM, CUNY BPL seeks to hire a Salesforce Administrator who will be responsible for owning and executing the day-to-day support, configuration, training, maintenance, and overall improvement of our Salesforce solution. In addition, the Salesforce Administrator will work closely with the Assistant Commissioner to identify, develop, and deploy new business processes across the division with a range of subject matter experts.

Other Duties

Under this assignment, the person's responsibilities may include the following:

- Serving as a primary system administrator for a Salesforce.com environment with 100+ users.
- Providing excellent support service for internal Salesforce users, including new user setup.
- Advocating for continued adoption of Salesforce across the division, including creating training and change management materials.
- Providing training to new users and to existing users for new functionality to grow the Salesforce skillset across the entire user base.

- Building and managing custom reports, dashboards, and list views.
- Creating and maintaining user documentation of Salesforce functionality and related workflows and business processes.
- Configuring and maintaining custom objects, record types, fields, page layouts, formulas, data validation rules, triggers, custom workflows, approval processes, and installed packages, etc. within Salesforce.com.
- Maintaining user roles and profiles, security settings, access settings, etc.
- Preparing and executing data loads, as required.
- Managing data feeds and other integrations.

Qualifications

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NYC residency may be required for continued employment

Immigration sponsorship is not available