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<b>Job Title</b>	Program Manager
<b>PVN ID</b>	VA-2108-004146
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	DCAS, Division of Energy Management
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,504.00 - \$86,830.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 31, 2021 (Or Until Filled)

## General Description

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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 Program Manager, Strategic Planning to help reduce emissions and energy consumption across the City by supporting the development and implementation of the Local Law 97 Implementation Action Plan ("LL97 IAP"). The person will work with other members of DEM's Strategic Planning Unit under the direction of the Deputy Assistant Commissioner – Strategic Planning. The Strategic Planning Unit plays a critical role in structuring and advancing DEM's overall work, effectively operating as an in-house consultant.

## Other Duties

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The person's responsibilities may include, but are not limited to, the following:

- **Supporting the development and implementation of the LL97 IAP** | The person will substantially contribute to the development and implementation of the LL97 IAP. They will perform day-to-day project

management to bring the full set of LL97 IAP deliverables to completion, which will require close coordination with the existing consultant team, internal DEM team, and external stakeholders. They will convene briefings and discussions and manage next steps with both internal and external stakeholders.

- **Contributing to major program development and transformation across the division in support of LL97 IAP implementation** | The person will contribute to the development of new programs and initiatives and the transformation of existing programs and initiatives across the division to advance LL97 IAP implementation. They will build on work already done to date as part of the LL97 IAP to identify critical policy and operational changes across the City and working with internal and external stakeholders to enact these changes.
- **Contributing to special projects across the division** | The person will help complete specific plans and studies and implement high-priority operational improvements. To this work, they will bring skills in strategic thinking, project management, and quantitative and qualitative data analysis.

## Qualifications

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The ideal candidate will bring the following skills and experience to this position:

- Highly strategic thinker who can identify multiple paths to solving problems.
- “Doer” who is committed to pushing forward despite barriers.
- Entrepreneurial: takes the initiative and is not satisfied with “business as usual.”
- Supremely organized, detail-oriented, and flexible to handle multiple responsibilities and deadlines simultaneously.
- Exceptional written and oral communication skills.
- At least four (4) years of full-time relevant professional experience, ideally working in the energy and sustainability field or in consulting more broadly.
- A master’s degree from an accredited college in the environmental or social sciences, such as a degree in energy, sustainability, public administration, or public policy is a plus.

**NYC residency may be required for continued employment**

**Immigration sponsorship is not available**