Job Title	Director, Strategic Planning
PVN ID	VA-2204-004749
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department	DCAS, Division of Energy Management
Status	Full Time
Annual Salary	$120,000.00 - $135,000.00
Hour(s) a Week	35
Closing Date	Jun 28, 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 Director who will lead the day-to-day operations of DEM's Strategic Planning ("SP") Unit. DEM's SP Unit plays a critical role in structuring and advancing DEM's overall work. SP effectively operates as an in-house consultant for the division and manages a range of initiatives and special projects. In addition, SP runs DEM's agency outreach efforts, DEM's training efforts, including the Energy Management Institute ("EMI") Program, and DEM's Agency Energy Personnel ("AEP") Program.

Other Duties

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

- Lead efforts implementation efforts for LL97 of 2019: With the LL97 Implementation Action Plan (IAP) published in December 2021, drive efforts at DEM and across the City to implement the Action Plan's recommendations. Partner with the LL97 IAP core project team to operationalize implementation support initiatives and identified building interventions.
- Lead division-wide reporting and performance tracking: Produce required analysis and materials for

internal performance tracking and for external reporting and City Council hearings. Rationalize reporting and compliance requirements across the division.

- Supervise and develop the Planning and Internal Consulting (PIC) Team: Balance the full PIC team's portfolio of responsibilities to advance the division's goals. Strengthen the internal consulting practice within the PIC Team to proactively identify business needs and process improvements and to be prepared to respond to those raised by the Deputy Commissioner and other units.
- Manage special projects within the Strategic Planning Unit and DEM overall: Handle requests from both the Deputy Commissioner and Deputy Assistant Commissioner – SP and serve as a trusted advisor.

Qualifications

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

- A degree in engineering, architecture, or public administration.
- At least five (5) years of experience in managing building energy efficiency programs (whether at a utility, utility implementer, municipality, not-for-profit institution, or private real estate portfolio owner/operator). Experience should include responsibility for budgeting, resource management and scheduling, financial controls, project planning and management, and overall strategy.
- Demonstrated professional interest in sustainability and energy efficiency.
- At least two (2) years of experience successfully managing direct reports to fulfill their job responsibilities and coaching direct reports to develop professionally.
- Proficiency in energy analysis and modeling methodologies, including evaluation of energy cost savings, avoided GHG emissions, and interactive effects.
- Strong quantitative and data analysis skills, including proficiency in Microsoft Excel.
- Strong written and verbal communication skills, including the ability to produce polished deliverables (documents, spreadsheets, and slide decks) and coach other staff to do so as well.
- High level of productivity: able to handle multiple responsibilities simultaneously.
- Excellent relationship management skills.
- Knowledge of City government operations and NYC's energy and emissions reduction efforts, including relevant policy, legislation, and programs.

Special Caveats:

- NYC residency may be required for continued employment.
- Immigration sponsorship is not available under this program.
- Must be vaccinated against COVID-19.
- Must be prepared to be on-site.