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<b>Job Title</b>	Associate Program Manager, Contracting Innovation
<b>PVN ID</b>	VA-2209-005060
<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>	\$84,468.00 - \$97,138.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 27, 2022 (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.

The Associate Program Manager or Program Manager, Project Delivery Vehicles will work with DEM's Contracts Team and staff across the division to improve the use of existing contract vehicles and develop new contract vehicles They will be charged with responsibilities including, but not limited to, the following:

## Other Duties

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

1. Developing and implementing strategic recommendations to improve the use of DEM's existing contract vehicles, including contracts for (1) energy auditing, retro-commissioning, and technical services as required by Local Law 87 of 2009, (2) energy project delivery, (3) applied research and energy training services, (4) expense-funded asset services, and (5) technology demonstration services. Identify gaps and inefficiencies; develop and improve procedures; and help address vendor evaluation needs and performance issues.
2. Driving the development of new contract vehicles for energy project delivery and other energy services required by the City: Identify business needs for new contracts for energy project delivery, as well as other energy services required by the City. Determine best routes to advance, prepare draft agreement language, and create procedures for agreement use by DEM and agency staff.
3. Reviewing citywide and agency-held contracts to determine opportunities to improve energy efficiency | Work with DCAS's Office of Citywide Procurement (OCP) and the Mayor's Office of Contracting Services to identify opportunities to update energy efficiency standards and address outdated language in existing citywide and agency-held contracts. Help implement a specifications-driven approach to contract development.
4. Supporting the operations of the Contracts Team: Track and prioritize requests and ensuring that actions are completed in a timely way. Significantly contribute to the development and maintenance of accurate standard operating procedures for DEM.

## Qualifications

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

1. For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.
1. To be appointed to Assignment Level II and above, candidates must have:
  1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible

supervisory, administrative or research capacity in the appropriate field of specialization; or

1. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
1. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

### **Preferred Skills**

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

- At least 3 years of experience in energy efficiency, decarbonization, or sustainability.
- Project management skills and experience.
- Familiarity with City of New York budget and procurement processes.
- Knowledge of contract development and management.
- Demonstrated ability to apply knowledge of policies, laws, and regulations to develop solutions to meet business needs.
- Exceptional written and oral interpersonal communication skills.
- High level of organization, strong attention to detail, and flexibility to handle multiple responsibilities and deadlines simultaneously.
- Commitment to customer service.

### **Special Caveats:**

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