
Job Title	Senior Advisor / Chief of Staff
PVN ID	VA-2212-005296
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	DCAS, Division of Energy Management
Status	Full Time
Annual Salary	\$100,000.00 - \$125,000.00
Hour(s) a Week	35
Closing Date	Jan 17, 2023 (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.

On behalf of DEM, CUNY BPL seeks to hire a Senior Advisor / Chief of Staff to support the Assistant Commissioner of Operations (AC) and the Operations Unit in executing DEM's plan to achieve the City's aggressive greenhouse gas reduction goals. The Senior Advisor / Chief of Staff will play a key role in developing and implementing organizational strategy and will work closely with program leads to drive mission critical workstreams and deliverables. Areas of direct responsibility will include performance management, budgetary process oversight, program design and documentation, compliance reporting, hiring and teambuilding, communications, and knowledge development. The person in this role will be responsible for serving as a key touchpoint for the unit with stakeholders in other DEM business units, DCAS Lines of Service, partner agencies, and external parties. This position is ideal for an extremely organized, strategic thinker with strong operational and communications experience who is committed to efficiency and positive cultural change.

Other Duties

Other Duties:

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

- **Organizational Strategy:** Support AC in shaping and implementing organizational strategy; drive change initiatives; ensure ongoing alignment with mission, values, strategy, and team culture.
- **Team Development:** Support AC and team leads in recruitment, hiring, onboarding, professional development and retention of staff. Help drive hiring process efficiency and outcomes.
- **Problem-Solving and Coaching:** Serve as a lead problem-solver for a range of issues both within and outside of the Operations Unit. Coach staff towards effective problem definition and resolution.
- **Performance Management and Reporting:** Oversee monthly performance reporting and evaluation. Coordinate with Business Systems Team (BST) and programs to ensure data consistency and quality.
- **Program Documentation and Knowledge Management:** Oversee creation, adoption, maintenance, and enforcement of standard operating procedures (SOPs) across unit. Support teams in developing and refining programs and to ensure effective inter-program operations and alignment.
- **Budgeting Oversight:** Work with AC and programs to ensure timely submission of capital and expense budgets and maximize the realization of financial commitments within established timeframes.
- **Information Request Resolution:** Manage responses to external requests. Provide guidance on supporting analysis and/or deliverables to be produced. Achieve timely and high-quality resolution
- **Agency Engagement:** Form strong relationships and foster open communication with agency partners. Clear roadblocks and create opportunities for deeper and more impactful agency collaboration.
- **Compliance Reporting:** Work with DEM's Strategic Planning Unit, the AC, and program teams to ensure timely compliance with all legally mandated reporting requirements.

- **Communications:** *Coordinate with DCAS's communications and external affairs teams to respond to inquiries from press and elected officials and to proactively market DEM's work and impact.*
- **Special Projects:** *Manage high-priority initiatives for AC as assigned. Lead coordination with program teams, other business units, and external stakeholders.*
- **Staff Supervision:** *Directly supervise one or more project managers or analysts.*

Qualifications

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

- A master's degree from an accredited college or university and eight to 10 years of satisfactory, full-time paid experience with progressive responsibility and a demonstrated track record in business operations, program management, and organizational development, at least two years of which have been of a supervisory nature.
- General knowledge of energy management principles, building operations, design and construction project delivery, and sustainability policies and programs.
- NYC residency may be required for continued employment.
- Immigration sponsorship is not available.