

<b>Job Title</b>	Senior Program Manager, GHG Accounting
<b>PVN ID</b>	VA-2411-006557
<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>	\$100,000.00 - \$115,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 04, 2025 (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' 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 utility energy budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; oversees 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% by 2025, 50% by 2030, and 80% by 2050 from baseline.

For this specific role, on behalf of DEM, CUNY BPL seeks an enthusiastic, intuitive, and professional GHG Accounting Team Leader to lead the development of a comprehensive GHG reporting and performance tracking program at DEM.

The GHG Accounting Team Leader will work to develop and lead a comprehensive GHG reporting and performance tracking program for New York City government operations across all emissions sources, sectors, and City facilities, in compliance with Local Law 22 of 2008 and Executive Order 89 of 2013.

This is a hybrid position working on-site 3 days a week at 1 Centre St, New York, NY 10007. NYC residency may be required for continued employment. Immigration sponsorship is not available through this program.

## Other Duties

Under this assignment, the person will develop and lead a comprehensive GHG reporting and performance tracking program at DEM, with responsibilities that may include the following:

- Distributing reports to key stakeholders and addressing feedback.

- Coordinating with City agencies to ensure alignment of reporting outputs.
- Developing systems and practices for both static and dynamic data publication.
- Supporting ad-hoc analysis of GHG data and trends.
- Managing GHG protocol updates and related outreach.
- Evaluating and supporting inventory boundary-setting updates and associated data collection needs.
- Serving as DEM's point of contact for GHG-related engagements with the Mayor's Office of Climate and Environmental Justice (MOCEJ).
- Leading DEM's internal division-wide GHG data coordination and working with other DEM units to ensure alignment and understanding of GHG data.
- Managing data workstreams related to the continued implementation of the City's Implementation Action Plan, including:
  - Supporting the development of methodologies and tools to refine and recalibrate agency-level emissions pathways and targets.
  - Assisting with strategic decision-making related to emissions reduction efforts and LL97 compliance.
  - Coordinating closely with existing data teams at DEM, including the Business Systems Team (BST) and external consultants (CUNY BPL and others).
- Identifying additional staffing needs and participating in the hiring process.
- Supervising staff as hired and/or assigned to the program.
- Other duties as assigned.

## Qualifications

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

- Bachelor's degree from an accredited college or university with specialization in an appropriate field.
- 4+ years professional experience, including: 2+ years consulting experience.
- 2+ years professional experience in climate strategy/climate transition planning.
- High proficiency in Microsoft Excel (skills in SQL, Tableau, Power BI are a plus).
- Strong understanding of GHG accounting practices, methodologies, and protocols.
- Strong understanding of data management, data pipelines, quality assurance, etc.
- Ability to work autonomously and deliver on tight deadlines.
- Demonstrated experience with complex stakeholder engagement and reporting to senior leadership.
- Strong critical thinking and creative problem-solving.
- Ability to synthesize complex information into actionable recommendations.
- Excellent written and verbal communication skills.

### **Preferred Skills and Experience:**

- Background in engineering or environmental studies.
- Flexibility to handle multiple responsibilities and deadlines simultaneously.
- Self-motivated and able to work independently as well as part of a team.
- Ability to balance competing priorities and make informed decisions in ambiguous situations.
- Excellent written communication skills with experience creating documents and presentations for executive audiences.