

South Bay Cities Council of Governments

Invites applications for the position of

Project Manager I Energy Efficiency Programs

SALARY: \$57,000 - \$78,000 annually (DOE)

OPENING: June 15, 2020

CLOSING DATE: Open until filled

ABOUT SBCCOG and SBESC

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates a variety of sustainability programs through our South Bay Environmental Services Center (SBESC). In addition, program implementation is made possible through the SBCCOG's utility and agency partnerships. The SBCCOG also works closely with the SoCalREN specifically on energy efficiency. More information about the SBCCOG can be found at www.southbaycities.org and program specific information at <http://southbaycities.org/programs/energy-management>.

JOB SUMMARY

Under the direction of the Deputy Executive Director, the Project Manager – Energy Efficiency Programs is an “At Will” position responsible for a variety of professional duties relating to the areas of planning, implementing, coordinating, and managing energy efficiency and sustainability programs for the South Bay Subregion. The primary focus of this position is to serve as a lead on the municipal energy efficiency program working with member cities to help identify energy savings opportunities and facilitate city project completion. This position is also responsible for following, reporting, and advising on energy efficiency industry policy, trends, and issues.

Responsibilities of this position will include, but are not limited to, the following:

- Implement, revise, coordinate, and evaluate energy efficiency programs to ensure maximum effectiveness.
- Gather, catalogue, and track program supporting data and information.
- Prepare a variety of reports as required for the SBCCOG Board, funding partners, and other parties.
- Coordinate with technical consultants such as energy engineers to facilitate projects
- Monitor and participate as required with other organizations that are advancing energy efficiency such as Clean Power Alliance (CPA) and Los Angeles Regional Collaborative
- Conduct research and identify emerging and changing issues in energy efficiency and sustainability and make recommendations to management for program and policy improvements.
- Develop, update, and revise informational, educational, and promotional materials used for city, agency, and community outreach in coordination with communication staff.
- Coordinate presentations, education seminars, and workshop sessions in a group or individual setting.
- Analyze and interpret information and assist in developing new programs.
- Attend staff meetings and participate, with approval, in relevant conferences.
- Prepare reports or minutes of meetings attended.
- Conduct grant funding research and prepare and evaluate draft applications.
- Research, write, edit, produce, and disseminate reports on energy efficiency.
- Coordinate events and organize meetings.
- Other duties as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

QUALIFICATIONS /ABILITIES/ EXPERIENCE

- Bachelor's degree from an accredited college or university with major course work in environmental policy, public administration, communications, or related field(s).
- At least three years related experience in an environmental field (experience with public sector a plus)
- Exceptional written and verbal communication skills.
- Strong organizational skills, initiative, and flexibility to work in a fast-paced environment.
- Advanced proficiency in Microsoft Office programs (Proficiency in Adobe Creative Suite a plus)
- Knowledge of state and federal legislative processes.
- Strong knowledge of California energy policies and programs.
- General understanding of renewables.
- Experience with data analysis and tracking.
- Ability to establish and maintain positive, effective working relationships with staff from numerous agencies and jurisdictions, community members, co-workers, contract consultants, and other stakeholders including elected officials as appropriate.
- Ability to address and prioritize multiple tasks simultaneously and work amid interruptions.
- Detail oriented and resourceful, possessing aptitude to assist with special projects, as needed.
- Ability to function independently as well as part of a team.
- Exceptional organizational and reporting skills, recognizing the importance of communication and completion of tasks on deadline.
- Possess a valid California Driver's License.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

CLASSIFICATION

This position is exempt under the Fair Labor Standards Act.

BENEFITS

- 12 paid holidays.
- Vacation leave (104 hours accrued/year in 1st year, increases 8 hours/year through year 12).
- Sick leave – 8 hours per month.
- Life Insurance \$50,000 while employed by SBCCOG.
- \$500/month to apply towards health benefits. Any unused amounts will be applied to deferred compensation.
- Deferred compensation (457 Plan) \$200 per month employer contribution.
- Administrative Leave (*40 hours annually-Full-time Exempt employees only*).

APPLICATION AND SELECTION PROCESS

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest to them as well as complete the Supplemental Questionnaire.

Submit to: **Ghia Horton, Administrative Assistant**
ghia@southbaycities.org

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

SBCCOG is an equal opportunity employer.

