



Code: 1459

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Planning

CLASS TITLE: DIRECTOR OF ENERGY MANAGEMENT

CHARACTERISTICS OF THE CLASS

Under direction, manages and coordinates city-wide energy procurement, research and policy development activities, and performs related duties as required

ESSENTIAL DUTIES

- Develops and prepares written plans for city-wide energy related activities including energy procurement, conservation and policy development
- Directs the research, development and implementation of energy programs and initiatives to ensure standard policies and processes are followed across city departments
- Participates in the formulation and improvement of energy efficiency programs including evaluation of energy efficiency measures, program design, marketing strategy and outreach
- Directs professional staff and consultants conducting energy procurement and management related functions
- Oversees the preparation and processing of energy related applications, budgets, contracts, proposals and other materials
- Administers federal, state and local energy related grants and programs
- Represents the department in collaborative projects with operating departments and in negotiations with utility companies, vendors, suppliers, governmental agencies and other third parties
- Initiates and oversees the implementation of energy cost reduction programs for city departments
- Reviews and monitors energy and environmental legislation and participates in lobbying activities
- Oversees and participates in the preparation of various reports and the dissemination of information concerning energy-related activities
- Manages special projects to ensure that participating agencies, partners and vendors comply with terms and conditions of contracts
- Evaluates the effectiveness of energy programs and initiatives and makes recommendations to improve performance
- Represents the department and responds to written and oral inquiries concerning energy related projects
- Serves on various inter-agency committees to ensure energy programs are appropriately implemented, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Environmental Science, Business Administration, Public Administration or a directly related field, PLUS five (5) years of work experience in the planning, implementation and management of energy-related programs OR public policy or project management work experience, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *project management methods, practices, and procedures
- *principles and practices of program analysis, monitoring and evaluation
- energy and environmental management policies and practices

Moderate knowledge of:

- cost benefit analysis theories and principles
- *report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision -making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF FINANCIAL RESOURCES – Determine how money will be spent to get the work done and account for these expenditures

- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- SPEAK - Communicate information and ideas in speaking so others will understand
- WRITE - Communicate information and ideas in writing so others will understand
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2015