

**This is an IFA funded position.**

Civil Service Title: Administrative Staff Analyst  
Title Code No: 1002A  
Office Title: Agency Energy Liaison

Level: NM  
Salary: \$60,000 - \$70,000  
Work Location: 5-Boro, Randall's Island  
Number of Positions: 1

**MAJOR RESPONSIBILITIES**

- Under direction of the Director of 5-Boro Capital Projects, monitor energy consumption for all Department of Parks and Recreation (DPR) facilities and evaluate alternative sources of energy for recreation centers, ice rinks, swimming pools and other DPR facilities.
- Work directly with the Department of Citywide Administrative Services (DCAS) and the Office of Management and Budget (OMB) to determine energy forecasts for Parks and participate in annual energy budget planning.
- Manage DPR utility accounts by setting up new accounts and closing existing accounts through coordination with DCAS Division of Energy Management (DEM) and local utility companies.
- Oversee various energy efficiency programs including New York Power Authority (NYPA) Peak Load Management, Energy Cost Reduction, Emergency Demand Response Programs.
- Resolve outstanding agency energy issues with DCAS, utility companies and contractors.
- Research and evaluate Federal, State and local energy programs and secure grants for the agency.
- Write and prepare energy-related reports and develop recommendations for the acquisition of energy efficient equipment.
- Read and interpret blueprints, technical drawings, schematics, and computer-generated energy consumption reports.
- Research and analyze customer design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of renewable energy designs or applications.
- Estimate costs and submit bids for renewable or alternative energy projects, and prepare contract documents.
- Develop and report energy metrics for DPR facilities on usage, cost of fuel and carbon footprint.

**QUALIFICATION REQUIREMENTS**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

**PREFERRED SKILLS/QUALIFICATIONS**

1. Bachelor's degree in Engineering and/or experience in engineering.
2. Familiarity with energy laws and regulations.
3. Working knowledge of energy conservation measures.
4. Excellent communication and organizational skills.
5. Proficiency in Microsoft Office.
6. A valid New York State driver license.

**To apply, please submit cover letter & resume with JVN # to:**

Personnel - Recruitment  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Fax: (917) 849-6490  
Attention: JVN# 846-12-97804  
Notice to Parks employees – include your ERN on all correspondence.

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS &  
RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 01/20/12	POST UNTIL: 02/10/12	JVN: 846/12/97804
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NOTE: All resumes must be received no later than the last day of the posting period.