

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
JOB DESCRIPTION**

Senior Project Manager

(Energy Efficiency and Environmental Programs)

SALARY: \$78,001 - \$99,000 (Depending on qualifications and experience)

OPENING: September 9, 2016

CLOSING DATE: Opened until filled

About SBCCOG and the 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 South Bay Environmental Services Center (SBESC) is a program of the SBCCOG. This position works under the umbrella of the SBESC program. The mission of the SBESC program is to serve the South Bay's constituents as the central clearinghouse for information and resources on energy efficiency, water conservation, and transportation programs. Useful information and practical solutions are made available for businesses, residents, and governments in order to help them implement projects that will save water, energy, money, and the environment.

Job Summary

Senior level position responsible for the development of strategies, standards, and processes for implementation of programs, activities, and events related to the environment, water, energy, and transportation, engages with partners and program customers, and has knowledge of basic employee performance management standards and practices.

Ideal candidate will have experience in facilitating energy efficiency programs including energy management systems, coordinating with municipal governments, working with utilities, overseeing consultant contracts, following state and local energy policy, grant writing. In addition, a Certified Energy Manager (CEM) from the Association of Energy Engineers is desirable, but not required.

Essential Job Functions, Duties, and Responsibilities

Manages projects, contracts and grants; responsible for project planning, implementation, and reporting; seeks and prepares grant applications; prepares and responds to request for proposals (RFP) and request for quotes (RFQ); coordinates with partners; serves as lead for assigned events, projects, or activities; interacts with Board Members, government officials, professional and technical colleagues; and serves on committees, taskforces, and technical advisory committees. May recruit and supervise volunteers, interns, and staff.

Performs a variety of project management and other support-related duties. Manages and serves as primary contact on a variety of complex programs and initiatives such as climate action planning, greenhouse gas analysis, municipal energy efficiency reduction strategies and water conservation; provides programming and

other support for the Energy Management Working Group composed of city staff members; collects and analyzes data using excel spread sheets and web based tools and incorporates data into plans and strategies; works with and manages contractors; develops and coordinates project related training; assists and advises South Bay cities in developing plans, projects, and strategies; helps develop South Bay sub region plans, projects, and strategies. Responds to project related inquiries and attends committee, City Council, commission or public workshops and related meetings. Develops project management and quality control systems. Monitors and follows legislation and regulations related to assigned areas. Prepares website content, newsletters, and publications as requested.

Able to articulate key elements of all programs and activities, demonstrate critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

The Senior Project Manager is distinguished from the Project Manager by their additional responsibility for managing and developing strategies for program development and enhancements. The Senior Project Manager is responsible for the management of complex educational, operational or service projects or multiple components of overall projects or services.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Requires five (5) years or more professional experience in the public sector, grant-funded programs or non-for-profits in the environmental or energy fields requiring analytical decision-making skill. Strong contract management and project management skills as well as excellent verbal and written communications skills required. Knowledge of energy principles including demand-side management, renewable energy, climate change, and energy policy desired. An ability to function independently and as part of a team required. Proficiency in browser-based web research, and Microsoft Office Suite required. Working knowledge of ICLEI GHG software a plus. Bachelor's Degree with major course work in energy, environment, public policy or a related field required. Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Benefits

Benefit package includes:

- 12 paid holidays
- Vacation leave (13 days accrued/year in 1st year, increases 1 day/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.
- 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 relevancy of their education and experience to the work of the SBCCOG and why this position is of interest to them. Submit to:

Brooke Heri, Administrative Officer

Brooke@southbaycities.org

310-371-7222

Date: 09/9/2016