



# Alameda County General Services Agency

*invites you to apply for the position of*

## ENERGY PROGRAM MANAGER

**A** unique opportunity for those interested in contributing to public service in Alameda County.

To apply, please complete an **application and supplemental questionnaire on-line** at [www.jobaps.com/alameda](http://www.jobaps.com/alameda). Please attach a resume and a copy of your license as an Engineer issued by the State of California.

Applications will be screened according to the qualifications outlined in the Ideal Candidate section of this brochure. The most qualified candidates will be invited to participate in the selection process.

### Tentative Selection Schedule:

Last Day to Apply: **February 23 2015**

Interviews: **March 20, 2015**



Solar Panels at Santa Rita Jail, Alameda County

## ALAMEDA COUNTY

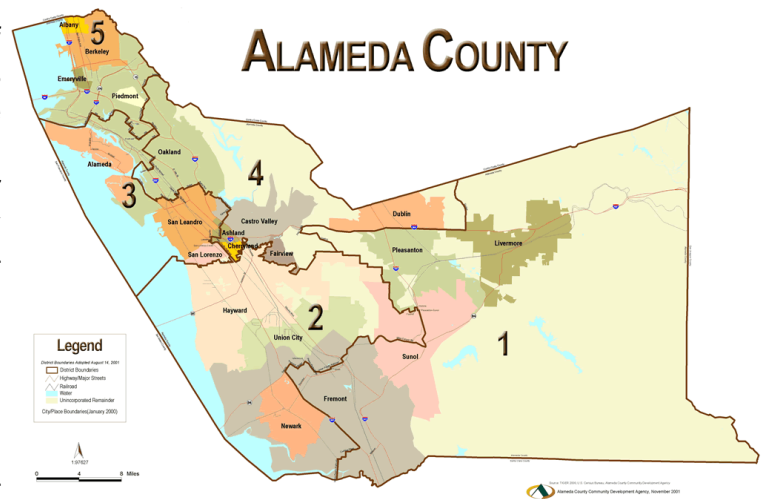
Located on the east side of San Francisco Bay, Alameda County is California's seventh-largest county. The County employs 9,000+ full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

# THE AGENCY

The General Services Agency aligns its mission with Alameda County's Strategic Vision to enrich the lives of Alameda County residents through visionary policies and accessible, responsive and effective services. The General Services Agency (GSA) is an Internal Services Agency, but nevertheless enjoys many opportunities for its work to directly serve and benefit both County citizens and the County's 9,000+ employees. County-wide and GSA programs are consistently recognized through national award programs in Sustainability, Energy, and Design and Construction.

Alameda County is a national leader among Counties, fostering and promoting sustainability through education and outreach. Representative projects in GSA include developing transportation initiatives to reduce driving, including using shuttles, bikes, and shared vehicles. The County Green Building Ordinance has mandated a minimum of LEED™ Silver rating for new structures since 2004, and the adoption of a Climate Action Plan for the County's operations in 2010 provides context for more innovative design and construction practices, including Net-Zero energy design. Recent representative Capital projects include the LEED™ Gold rated Castro Valley Library, the \$680M replacement of the Acute facilities at Highland Hospital, and the Regional Renewable Energy Project.

The General Services Agency employs approximately 400 employees in a variety of professional, technical, clerical and maintenance/skilled trade classifications. The agency's operating budget for 2014-2015 is over \$129 million and it manages a capital budget in excess of \$1 Billion.



# THE POSITION

Under general direction, the Energy Program Manager is responsible for developing, administering, coordinating and evaluating the County's energy management programs, including utility purchase and usage contracts for County facilities. The Energy Program Manager manages energy conservation grants and rebate programs and performs other professional level duties in Energy planning, acquisition, conservation and monitoring to support operation of County facilities and operations. This position supervises and directs staff in the development and management of the program and execution of related projects and support activities and performs related work as required.

This classification is distinguished by being a single position classification that reports to the Deputy Director – Technical Services Department in the General Services Agency. The incumbent in this classification is responsible for the effective management and control of County energy costs and supervises a staff of engineers and other skilled and semi-skilled personnel. This classification is distinguished from the lower position of Energy Project Manager in that the latter is responsible for identifying, designing and implementing energy saving projects while the Energy Program Manager is responsible for the overall development of the County's energy management program.

## The Ideal Candidate

In addition to meeting the minimum requirements, the ideal candidate for the position of Energy Program Manager will have outstanding analytical and communication skills and possess the following critical attributes:

- Thoroughly grounded in the engineering principles and practices related to the design, construction, operation and management of building energy systems with substantial experience in management of controls and components of heating and cooling systems in buildings.
- Demonstrates the ability to translate broadly defined policy-level objectives into action plans for execution by staff and agency and is able to develop programmatic goals and objects to achieve broadly defined organizational goals.
- Independently assesses situational needs and develops a response to circumstances as they arise in the execution of work plans for both the individual and staff.
- Induces others to collaborate and can demonstrate potential positive outcomes with mutually beneficial results.
- Demonstrates understanding of constraints imposed by the public sector environment and possesses some understanding of the dynamics of public sector organizations and work.
- Demonstrates experience/ understanding of how to motivate and facilitate change in an organization.
- Possesses personal discipline in leading an organization to success and is able to identify a process for achieving desired results from staff.

## Minimum Qualifications

The equivalent of two years' full-time experience as an Energy Project Manager in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

OR

Possession of a Bachelor's degree from an accredited college or university with a major in mechanical or electrical engineering, or a closely related field.

AND

The equivalent of four years' full-time experience in facility engineering and design with an emphasis on heating, ventilation, air conditioning (HVAC), boilers, lighting, electrical power distribution, and automatic control systems. Highly desired is experience in a heavy industrial or large commercial setting. Experience must include a minimum of three years of supervising construction and/or maintenance personnel of various crafts.

Completion of the Alameda County Management Academy "Management and Supervision Certificate Program" may substitute for six (6) months of the required qualifying experience.

Certificate/License:

Possession of a valid California State Motor Vehicle Operator's license. Current certification as a registered professional engineer in the State of California in either electrical or mechanical engineering.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.



Lake Merritt, Alameda County

# SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in the position of Energy Program Manager. This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role and actions taken and the impact your actions had on the organization or particular project outcome.

1. Are you currently registered as a professional engineer in the State of California in either electrical or Mechanical Engineering ?

Yes \_\_\_\_ No \_\_\_\_

If the answer is yes, please attach a copy of your license to your application.

2. Describe a building automation or retro-commissioning Program or major project that you've managed. What were your responsibilities? How did your organization set priorities? What challenges did you encounter? What was the outcome?
3. Describe a Sustainable/Renewable Energy (or Energy Efficiency) Program or major project for which you were responsible. What project component or scope of work did it include? What was your role in conceptualizing these projects? What construction delivery method was used? What was the outcome?
4. Briefly summarize your experience managing and/or directing staff in the performance and execution of the program work you describe. How many staff? How did you establish staff roles relative to the overall project scope of work? How did you monitor performance relative to program/project schedules and budgets?

**Applicants must also submit a resume detailing relevant education and work experience to the completed Alameda County application and Supplemental Questionnaire.**

## COMPENSATION

The salary range for the Energy Program Manager is from \$99,507.20-\$121,118.40 annually. The County also offers an attractive management benefits Program with the following elements: Retirement plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave (7 days), Holidays (11 paid; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.

If you have questions regarding this bulletin, please contact:

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Human Resource Services

*Alameda County is an Equal Opportunity Employer*