

ENERGY MANAGER (BUREAU OF ASSET MANAGEMENT) GRANT POSITION

Requisition ID: 00119825

Job Posting: Nov 22, 2016, 3:02:01 PM

Closing Date: Dec 6, 2016, 11:59:00 PM Full-time **Shift Start Time:** 8:30 A.M. **Shift End**

Time: 4:30 P.M. None

Posting Salary: \$3,661.92/BIWEEKLY

Organization: Offices Under the President

<p>Cook County Offices Under The President</p>	<p>Administrative Hearings Auditor Bureau of Administration Bureau of Economic Development Bureau of Finance Bureau of Human Resources Bureau of Technology Facilities Office of the President</p>
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Job Summary

Under the guidance of the Director of Capital Planning, directs the research, development and implementation of energy programs to provide a County-wide standard for energy-related activities/functions utilizing federal, state and other energy grants. Assists County leadership to set and achieve ambitious energy reduction targets through existing and new programs. Provides strategic direction via organizational management to develop long-range plans for the implementation/innovation of energy policies as mandated by federal and state laws. Assists local units of government, businesses and residents to increase energy efficiency and utilize renewable energy programs. Directs professional staff and consultants in conducting technical planning and feasibility models. Represents the County in the coordination and negotiation with utility companies to analyze, review and document the performance of non-county professional service consultants. Responsible for compiling, maintaining and filing all energy reports, billings and other documents. Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree is required.

(Must provide original college/university transcript at time of interview)*

- **Five (5) years' full-time work experience** as an Energy Manager or in an energy management position is required.

- Experience in the execution of utility rate analysis, energy audits or energy project development with a portfolio of over five (5) million square feet in corporate, institutional or governmental space **is required**.
- Valid drivers' license and proof of automobile insurance **is required (Must provide proof at time of interview)**.

Preferred

- Accredited professional in the American Institute of Certified Planners (AICP), American Institute of Architects (AIA); Certified Construction Manager (CM); Certified Energy Manager (CEM); Building Operator Certification (BOC); or Certification in Leadership in Energy and Environmental Design (LEED) **is preferred**.
- Familiarity with managing and reporting on federal grants **is preferred**.
- Experience managing staff engaged in planning, estimating, designing, inspecting and managing construction projects is **preferred**.

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada must be credentialed by an approved U.S. credential evaluation service belonging to the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Original credentialing documents must be presented at time of interview.**

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Thorough knowledge of funding opportunities in the energy and energy efficiency from federal, state as well as other public and private sources. Experience utilizing Microsoft Word, Excel, Access, and PowerPoint. Technical skills with the ability to explain complex issues and requirements. Thorough knowledge of energy and environmental management policies and practices. Ability to develop and implement effective energy management/conservation policies and programs. Skill in planning, implementing and evaluating energy policies. Ability to communicate effectively in both verbal and written formats with senior-level employees and private/public sector personnel. Ability to create and manage new projects and project budgets. This position may require various types of physical exertion including, but not limited to climbing stairs, lifting, pulling, pushing and moving objects of moderate to heavy weight. This position occasionally requires moderate to extensive travel to work assignments throughout Cook County for which the employee must provide his/her own means of transportation.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

VETERAN'S PREFERENCE

When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:

- **MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.**
- **IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION “Are you a military veteran?”**
- **ATTACH A COPY OF THEIR DD 214, DD215 or NGB 22 (*NOTICE OF SEPARATION*) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).**

VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

Benefits Package

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan and Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link:
<http://www.cookcountyrisk.com/>

***Must be legally authorized to work in the United States without sponsorship.**

This position is Actively Recruited and is At Will

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER