



Energy Division Manager (Manager of Management Analysis)

Pay Rate \$115,426.00 - \$178,912.00 (NR Pay Band 9)

Posted Date: May 16, 2018

Closing Date: Open Until Filled

Reports To: H. Gordon

Days Off: Saturday and Sunday

Who May Apply

All current BART employees and qualified individuals who are not yet BART employees.

Marketing Statement

Ride BART to a satisfying career that lets you both: 1) make a difference to Bay Area residents, and 2) enjoy excellent pay, benefits and employment stability. BART is looking for people who like to be challenged, work in a fast paced environment, and have a passion for connecting over 400,000 daily riders to work, school and other places they need to go. BART offers a competitive salary, comprehensive health benefits, paid time off, and the CalPERS retirement program.

Pay and Benefits

BART offers comprehensive compensation and benefits programs. Benefits include CalPERS pension; excellent medical (effective January 1, 2018 current employee cost \$143.93 monthly for most plans), vision, and dental coverage; supplemental insurances; paid holidays and vacation; as well as two investment programs, one of which is entirely funded by BART. BART does not participate in Social Security. Complimentary BART passes for employee and qualifying dependents.

Current Assignment

The Energy Division Manager (official title Manager of Management Analysis) directs, manages, and coordinates the activities and operations of the Energy Division within the Sustainability Group. Activities include energy resource planning and procurement; contract negotiations and management; preparation of the energy budget; monitoring and approval of all energy accounts payable; monitoring of federal and state energy legislation and regulations; collaboration on energy projects and processes with other divisions, departments and outside agencies; provision of support to the Sustainability Group Manager; and other related duties as assigned.

The ideal candidate will possess the skills, knowledge, and experience beyond the Minimum Qualifications, to achieve the following current assignment:

- Oversee energy portfolio planning and management to cost-effectively achieve District sustainability targets.
- Manage and negotiate contracts, including for energy transmission, distribution, supply, and related services.
- Prepare, monitor, analyze, and update the BART energy budget.
- Establish and maintain collaborative working relationships with District staff, various departments, internal and external agencies, the public, and other key stakeholders.
- Understand, advocate for, and ensure enforcement of BART's contractual and legal rights in energy matters.
- Analyze federal and state energy legislation and regulations.
- Serve as primary liaison to outside agencies on energy and climate matters, including Pacific Gas and Electric Company, the Northern California Power Agency, CPUC, CAISO, CA ARB, and others as appropriate.
- Serve as primary subject matter expert on contractual, legal, regulatory, financial, and operational energy matters for BART.
- Provide close and responsive support to the Sustainability Group Manager.
- Develop strategies and guidelines, weigh trade-offs, and prioritize key system investments for continuous process improvement.
- Oversee scoping and implementation of clean energy investments.
- Identify, guide, monitor, and implement cost-effective energy efficiency projects across the District, including assessment of project funding opportunities, and provision of progress reports to senior staff.
- Manage, motivate, train, coach, and mentor staff.
- Direct the preparation of energy and sustainability reports, including recommendations to the Board of Directors, committees and other senior staff.

Essential Job Functions

- Serves as liaison between departments and executive offices and/or assists the Sustainability Group Manager in managing resources and programs; reviews and evaluates complex programs or directly manages activities and provides substantive recommendations within area of assignment.
- Provides professional and complex administrative support to Planning, Development & Construction management staff; develops, plans, organizes, directs and administers, reviews and evaluates complex programs and activities within area of assignment.
- Directs, coordinates and reviews the work of Energy Division staff and outside contractors; serves as liaison between departments and executive offices to ensure program and project implementation within budget.

Minimum Qualifications

Education:

Bachelor's degree in accounting, finance, economics, business administration, public administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional budget development or financial analysis experience which must have included at least two (2) years of administrative and supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

Selection Process

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and a panel and/or individual interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S; pass a pre-employment medical examination which may include a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations).

Application Process

External applicants may only apply online, at www.bart.gov/jobs. Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at www.bart.gov/jobs, or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants are asked to complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. On line applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be complete by the closing date and time listed on the job announcement.

Equal Employment Opportunity

The San Francisco Bay Area Rapid Transit District is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, sex, sexual orientation, gender identity, gender expression, age (40 and above), religion, national origin (including language use restrictions), disability (mental and physical, including HIV and AIDS), ancestry, marital status, military status, veteran status, medical condition (cancer/genetic characteristics and information), or any protected category prohibited by local, state or federal laws.

The BART Human Resources Department will make reasonable efforts in the examination process to accommodate persons with disabilities or for religious reasons. Please advise the Human Resources Department of any special needs in advance of the examination by emailing at least 5 days before your examination date at employment@bart.gov.

Qualified veterans may be eligible to obtain additional veteran's credit in the selection process for this recruitment (effective Jan. 1, 2013). To obtain the credit, veterans must attach to the application a DD214 discharge document or proof of disability and complete/submit the Veteran's Preference Application no later than the closing date of the posting. For more information about this credit please go to the Veteran's Preference Policy and Application link at www.bart.gov/jobs.

Other Information

Please be prepared to present documentation in support of any required licenses, degrees, or certifications upon request.

Note

When you have successfully applied for this position you will receive an auto reply e-mail acknowledging that your application was received for this position. Please retain a copy of the e-mail for your records. If you receive an auto reply that does not specifically reference this position, please email Employment Help at employment@bart.gov for assistance.

To verify submission of your application, click on the 'My Career Tools' link at the top of the 'Careers Home Page' after submitting your application to view the list of applications you have submitted (including application date and status). If you have further questions, please email the Employment Help at employment@bart.gov, between the hours of 8:15am - 5:00pm, Monday- Friday.