



CITY OF ALAMEDA
invites applications for the position of:

Utility Program Manager

SALARY: \$99,770.00 - \$121,271.00 Annually

DEPARTMENT: Alameda Municipal Power

OPENING DATE: 10/30/18

CLOSING DATE: 12/03/18 05:00 PM

FLSA STATUS: Exempt

NATURE OF POSITION:

Alameda Municipal Power (AMP) is currently recruiting for a Utility Program Manager (*payroll title is Utility Energy Analyst*).

This is an **exciting opportunity** to be a part of a team making a **significant impact** in the local community. Please note that this position is 36 hours per week over 4 days (typically Monday through Thursday) but is considered full-time with benefits. Please read on to learn more about AMP and this career opportunity.

About Alameda Municipal Power

In 1887, the City of Alameda paid \$20,000 for the installations of 13 streetlights and a 90-kW generating station to power them. And with that, the oldest public electric utility west of the Mississippi was created. Today, the City of Alameda is still in the power business and still a trendsetter. Now known as Alameda Municipal Power (AMP), we have survived over a century and a quarter of utility mergers that created behemoths in other places. AMP has provided safe reliable power at lower rates without sacrificing service to power our community. We maintain local control so that we can re-invest in the island and provide value to enrich our lives, businesses, and the community. We've seen a lot of change in 130 years, but through it all there's been one constant: We're as committed today to delivering safe and reliable electricity to the residents and businesses of Alameda as we were in 1887. We'll continue to invest in new and improved ways of doing business to manage costs, improve our service, and improve the environment.

About the Division/Position

This is a dynamic time for electric utilities and AMP's Customer Resources Division plays a key role in shaping the strategic direction of the utility. This division includes Customer Programs/Energy Efficiency, Account Management, Communications & Marketing and Customer Service –all working closely together to improve the customer experience.

As part of our team, you will have the opportunity to create and implement a variety of customer programs involving transportation electrification, building electrification, energy efficiency, demand management, community solar, and voluntary green power.

We are looking for a colleague with exceptional program management skills, attention to detail, excellent communication skills, and an interest in learning new skills to meet the ongoing needs of the highly dynamic energy sector.

Here are some examples of typical job duties:

- Develop and implement customer programs that promote energy efficiency and greenhouse gas reductions, such as lighting and appliance rebates, electric vehicles, community solar, and building electrification
- Manage the nationally ranked renewable energy certificate-based voluntary green power program

- Prepare requests for proposals, statements of work, and manage agreements with contractors and vendors
- Develop and deliver workshops for the public
- Prepare reports and presentations for the city of Alameda's Public Utilities Board
- Collaborate with the communications team to market customer programs

Qualifications to Apply

Education:

The Utility Program Manager requires a bachelor's degree with major coursework in engineering, sustainability, energy management, public or business administration, or a related field with a strong background in the utility industry.

Experience:

The Utility Program Manager requires five years of experience developing and administering utility energy efficiency programs and other customer programs for residential and commercial customers.

We will also consider an equivalent combination of education and experience that meets the stated requirements in the job description.

Please click [here](#) to view the full job description.

Selection Process

Applications and questionnaires will be evaluated and candidates whose experience is evaluated as "best qualified" will be invited to an examination process. The examination for this recruitment will consist of a questionnaire review and a structured panel interview. The questionnaire will be administered via email after the completion of the application review process and **the interviews are tentatively scheduled for the week of January 7, 2019**

Highlighted Benefits

- 4 day work week/36 hours per week
- Employer-paid medical contribution covers premiums for you and your family
- Employer-paid dental contribution covers premiums for you and your family
- Generous pension program (CalPERS retirement)
- Learn more about our benefits [here](#)

The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required by U.S. Citizenship and Immigration Services.

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of active service. NO OTHER DOCUMENTATION WILL BE ACCEPTED.

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without

regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://alamedaca.gov/human-resources>

Position #2018-7630-01
UTILITY PROGRAM MANAGER
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