



**CITY OF ALAMEDA**  
invites applications for the position of:

# Utility Programs Assistant (part-time)

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**SALARY:** \$25.00 - \$30.00 Hourly  
**DEPARTMENT:** Alameda Municipal Power  
**OPENING DATE:** 07/08/19  
**CLOSING DATE:** 07/22/19 05:00 PM  
**FLSA STATUS:** Non-Exempt

## **NATURE OF POSITION:**

Alameda Municipal Power (AMP) is currently recruiting for a Part-Time Utility Programs Assistant.

### **Compensation Range**

\$25-\$30 per hour; limited to 28 hours per week

### **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.

We are looking for a colleague who is organized, enjoys work that requires attention to detail, and who is interested in learning new skills to meet the ongoing needs of the highly dynamic energy sector.

The part-time Utility Programs Assistant provides support for Alameda Municipal Power's efforts to encourage vehicle electrification in the city of Alameda. Working within the Customer Resources team, this position collects information, tracks participation in programs, analyses trends and generally stays abreast of opportunities for AMP to effectively support city- and state-wide efforts to achieve clean transportation goals. Other duties and special projects may be assigned, and this position will need to be flexible and open to changes as the programs evolve.

Some examples of responsibilities include:

- Provide support for planning and implementation of EV programs
- Support and assist EV outreach
- Participate in public EV events
- Research and create summaries of information on similar EV-related programs at other utilities and EV-related policy and legislation
- Assist team with reviewing vendor proposals for service contracts
- Perform other duties as assigned

#### Desired Qualifications

- Self-starter who is able to work with minimal supervision and possesses good time management and organizational skills
- Ability to multi-task, handle complexity and keep track of details
- Teamwork oriented, and willing to work to the benefit of others
- Ability to read and understand academic papers, including research data, and summarize findings

#### Required Skills

- Fluency in MS Office: Word, Excel, PowerPoint, Outlook
- Ability to create well-formatted documents and materials

#### Education

- Enrolled in or graduate of Bachelor's degree program from an accredited college/university
- Preferred areas of study include: energy efficiency, energy management, sustainable transportation and energy, transportation planning, urban design, environmental planning or engineering

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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.

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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.alamedaca.gov/Departments/Human-Resources>

Position #2019-2053-05  
UTILITY PROGRAMS ASSISTANT (PART-TIME)  
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2263 Santa Clara Avenue, Rm. 290  
Alameda, CA 94501  
(510) 747-4900

[HR@alamedaca.gov](mailto:HR@alamedaca.gov)

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