

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Assistant Program Manager Sustainability & Economic Analysis	Department:	City Utilities Engineering
Requisition Number:	2023257		
Hours:	8:00 a.m. – 5:00 p.m., may vary depending on need	Rate of Pay:	\$52,000.00 - \$62,000.00 Annually
Date Posted Up:	9/13/2023	Date Posted Down:	Until Filled
Time Up:	1:00 p.m.	Time Down:	

SUMMARY

Working under the direction of City Utilities’ Engineering Manager - Chief Sustainability Officer and with guidance from the Mayor’s Office, City Controller’s Office and City Utility leadership, incumbent performs administrative and analytical duties including budget, organizational, systems, policy, management, and procedural analysis as it relates to Climate Action, Energy Efficiency, and Sustainability. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent maintains absolute confidentiality of all work-related matters, including personnel records and all associated information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Assists with development, presents, and implements plans, programs, and makes recommendations for the Energy & Sustainability Services team;
- Prepares narrative and statistical reports, correspondence, spreadsheets, maps and graphics using automated techniques;
- Develop and generate multiple energy and sustainability reports and analytic tasks in established timeframe;
- Create dashboards and assists with development of annual reports for reporting progress on City’s Climate Action & Adaptation Plan (CAAP), Energy and Sustainability Initiatives;
- Prepares clear and concise technical, administrative and financial reports; prepares clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form;
- Consolidate data from multiple sources to create scorecard and dashboard analysis.

INFORMATION/COMMUNICATION

- Compiles and disseminates information for climate change, energy efficiency and sustainability studies;
- Assists with the coordination of activities of interdisciplinary teams to understand laws, regulations, and the costs of regulatory compliance;
- Works closely with City Controller’s office, CU Financial Services and CU Engineering in collection of data and information as well as analysis for program funding and costs;
- Works with Chief Sustainability Officer and Public Information Officer to develop visually-engaging materials to complement written and spoken narratives;

- Assists in the development and maintenance of departmental energy and environmental policies and procedures;
- Develops PowerPoint presentations for public meetings;
- Communicates effectively orally and in writing to provide service and information to the public, other City agencies and various community and interest groups;

MANAGEMENT/OPERATIONS

- Assists with tracking and monitoring the implementation of strategic sustainability goals and initiatives;
- Analyzes stakeholder input to help determine how the City and Utility will implement CAAP and sustainability programs to align with the values and priorities of the community;
- Establishes and maintain various data collection, record keeping, tracking, filing, and reporting systems, including use of GIS, eRIS and project tracking in the Project Management Information System;
- Assists in developing, tracking, and reporting on sustainability metrics and best practices;
- Research and submittal of grant applications for identified initiatives;
- Coordinates and prepares regular project reports;
- Performs all duties in accordance with the department's policies and procedures.

MARGINAL FUNCTIONS

- Assist Economic and Analysis team in Business Services with Utility analysis projects.
- Participate in Utility Engineering process improvement programs and initiatives
- Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible for managing their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Incumbent manages part time staff, interns and temporary staff including oversight of training, workload, and daily functions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below and in following sections are representative of the knowledge, skill, and/or ability required.

- Function effectively as a member of an interdisciplinary team and assist with leadership of sustainability and energy programs
- Strong interpersonal skills with the ability to interact with all levels of organization
- Working understanding and comprehension of project management principles
- General understanding of the principles of sustainability
- Strong analytical, project management and problem solving skills;

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B. S.) in a field of business administration, economics or equivalent combination of education, experience, and/or training;
- One year of experience working with economic analysis
- Experience with Microsoft® Office, Excel, PowerPoint, Word, and Adobe Illustrator
- Experience working for or with a local government, municipal or utility is desired;
- Experience with energy management or performance tools is desired;
- Experience with ESRI ArcGIS is desired;

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Standard knowledge of the principles, objectives and practices of local government administration and utility management;
- Ability to perform duties with limited supervision;
- Principles and applications of critical thinking and analysis;
- Principles of business letter and report writing;
- Exceptional usage of the English language, including spelling, grammar, and punctuation;
- Ability to establish and maintain effective working relationships with staff members, other departments in the City, other government agencies, and the general public;
- Ability to write and speak clearly and concisely to produce reports, and proposals;
- Demonstrated proficiency with Microsoft Office, particularly Word, and Excel using pivot tables for data analysis

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. The incumbent must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Incumbent will have daily interaction with staff members, various local, state and federal agencies and the general public. These contacts involve giving and receiving factual information.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.