



**ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG)
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR A
SPECIAL PROJECTS ASSOCIATE for AMBAG ENERGY WATCH
Short-Term (This is a grant funded position ending 12/31/12) / Full-time Position
SALARY RANGE \$4,615 - \$6,205 per month
PLUS BENEFITS**

DEPARTMENT: Energy Watch Program
SUPERVISOR: Special Projects Manager
FLSA CLASSIFICATION: Non-Exempt

DEFINITION

Under the Special Projects Manager, the incumbent performs a variety of program management responsibilities to support the goals of the AMBAG Energy Watch Program, a \$8.6 million dollar regional energy efficiency and climate action planning program serving 21 AMBAG jurisdictions at the municipal, residential and commercial levels.

QUALIFICATION REQUIREMENTS

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO)

Responsible for the Energy Watch program management of municipal energy retrofit and renewables installation efforts including assisting jurisdictions to identify projects, preparing grant, loan and rebate documents related to funding these projects, and administering the related reporting. This also includes managing team meetings related to this effort. In addition the incumbent will work directly with the AMBAG Energy Watch direct installation contractors coordinating marketing, managing reporting and chairing weekly team meetings. Responsible for supervising program interns and for supporting all other elements as needed of the Energy Watch program and related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- General issues, policies, and implementation methods related to energy conservation and efficiency, energy auditing, building systems operations, and renewable energy.
- Practices of calculating energy efficiency for municipal retrofit projects and completing rebate applications.
- Familiarity with energy policy and issues on a local, regional and California state level.
- Principles and practices of State and Federal grant administration.
- Principles, methods, and practices of marketing.
- Principles and practices of grant budgeting and overall budget management.
- Principles and practices of contract administration.
- Familiarity with eQuest (or equivalent program) and Energy Star Portfolio Manager.

Ability to:

- Manage and implement programs and projects.
- Administer grants and contracts.
- Build relationships, and work with: local government staff, elected officials, industry representatives and the public.
- Create/design programs to address specific goals.
- Write technical material clearly, accurately, and effectively.
- Learn and correctly apply AMBAG policies and procedures.
- Compile technical and statistical data, and analyze data for assigned projects.
- Communicate effectively, orally and in writing.
- Use computer word processing, spreadsheets, and presentation software proficiently

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.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.

TRAINING AND EXPERIENCE

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of increasingly responsible public agency or business work performing duties comparable to those described above, and an undergraduate degree in business, environmental studies, engineering or public policy, or one year of experience performing duties comparable to those described above and a masters degree in business administration, public policy, environmental policy or a related discipline.

TO APPLY:

1. Applicants qualifying for the position with just one year of experience, on the basis of college degrees, need to include documentation of the degrees completed.
2. Each applicant must submit an Association of Monterey Bay Area Governments (AMBAG) Employment Application in addition to a resume, cover letter and supplemental questions. The Employment Application may be obtained from the AMBAG website.
3. Each applicant must complete the four supplemental questions. Please limit the response for each question to one page.
4. A complete application package **must be received by no later than September 13, 2010 at 5PM.** Any application packages submitted after this time will not be considered. **Incomplete application packages will not be considered.** Please review for completeness prior to submission.
5. Completed application packages are to be mailed to: **AMBAG Energy Watch**

Emily Schell

445 Reservation Road, Suite G

P.O. Box 809

Marina, CA 93933

Completed application packages may also be submitted as an e-mail, but AMBAG will not be responsible, if for some reason, an application packet is spam filtered out and not received.

E-mail to eschell@ambag.org.