CLASS TITLE: Director of Energy Management

CHARACTERISTICS OF THE CLASS: Under direction, manages and coordinates energy and environmental research and policy development activities; and performs related duties as required.

ESSENTIAL DUTIES: Directs the research, development and implementation of energy programs to provide a City-wide standard for energy related activities and functions; participates in the formulation of City energy policies and procedures; directs professional staff and consultants conducting technical planning and feasibility studies; identifies and solicits potential funding sources for energy programs; administers federal, state and other energy research grants; oversees the preparation and processing of energy grant applications, budgets, contracts and vouchers; represents the department in joint projects and negotiations with utility companies and the Illinois Commerce Commission; initiates and oversees the implementation of energy cost reduction programs in City departments; reviews and monitors energy and environmental legislation and assists in State legislative lobbying activities; serves as liaison to the media, business and community groups and the general public for energy related issues and concerns; supervises the preparation and dissemination of information and progress reports concerning energy related activities.

RELATED DUTIES: Serves on various inter-agency committees to ensure energy programs are appropriately implemented.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master's degree in Public Administration or a directly related field supplemented by four years of progressively responsible supervisory experience in the planning, implementation and evaluation of energy programs, or an equivalent combination of training and experience, provided that the minimum degree requirement is met.

Knowledge, Abilities and Skill. Considerable knowledge of energy and environmental management policies and practices. Considerable knowledge of federal and state legislation governing energy management. Considerable knowledge of public administration methods and procedures.

Ability to plan, supervise and review the work of professional personnel. Ability to develop and implement effective energy management and conservation policies and programs. Ability to establish and maintain effective working relationships with state,
Considerable skill in planning, implementing and evaluating energy programs. Skill in formulating and implementing energy policies. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.