ENERGY & GRANTS PROJECT MANAGER

Purpose:

The fundamental reason the position exists is to provide leadership, direction, management and oversight of the $1.87 million Energy Efficiency and Conservation Block Grant (EECBG) for the City of Tempe and to meet federal requirements. The position will have responsibility for overall accountability and coordination of the EECBG. It will have limited direct operational responsibility for the implementation of the grant programs; hence, the ability to influence grant implementation outcomes and add tangible value through research, cooperation, collaboration and facilitation is essential. As such, this position will be responsible for understanding all aspects of the grants programs and ensure effective coordination with other City environmental and energy policies, initiatives and strategies.

Distinguishing Characteristics:

This is a stand-alone classification and contingent on the grant funding. Note, the EECBG grants allows for funds to be used for administrative purposes to provide oversight. The grant amount allows for a two year period. The funding for this position terminates on June 30, 2012, therefore this position will be eliminated on June 30, 2012.

Supervision Received and Exercised:

Work under the general supervision of the Assistant City Manager and within standard operating procedures.

Essential Functions:

Duties may include, but are not limited to, the following:

- Work closely with the Assistant City Manager to define and accomplish properly established and relevant strategic goals and objectives to successfully oversee all aspects of the EECBG.

- Acts as sounding board and researcher for the Assistant City Manager on environmental proposals.

- Develops a collaborative system that encourages cross-functional cooperation, support initiative taking which focuses on implementing the grant programs to meet identified timelines.

- Provides research, analysis, support and input into the development, implementation and operation of the EECBG.

- Establishes schedules for grant programs.

- Ensures coordination of request for proposals, Council required actions.

- Seeks viable partnerships with utilities and other outside agencies to which yield tangible environmental results which aid the EECBG programs.

- Maintains proper federally required reports and submits reports properly.

- Seek various other environmental grant related opportunities and prepare grant submittals.

- Coordinates activities with appropriate Council sub-committees and boards/commissions, as necessary.

- Makes recommendations to the Assistant City Manager.

- Formulates new policies in response to Council direction.

- Works in close cooperation with Department Directors to further the environmental objectives of the City.

- Prepares Council reports, memos and other forms of communication.

- Attends City Council, board/commission, neighborhood and various other meetings.

- Supports and represents City Council and management policies and practices to the public and other City employees.

- Coordinates work plans, prepares, justifies and administers budgets, schedules and prepares monthly reports.

- Responsible for the executive leadership, direction and management of the EECBG and related environmental efforts.

- Has overall accountability for EECBG.

- Communicates the overall status of the EECBG.

- Provides vision and leadership while directing the overall activities of grant programs.

- Measures and evaluates work performance, develops schedules, develops training and work procedure guidelines, prioritizes workloads and delegates essential tasks.

- Performs other duties as assigned.

Minimum Qualifications:

Experience:

Seven years of progressively responsible project coordination experience involving multiple areas, divisions and/or departments. Must have a proven record of working effectively with elected leaders. Grant writing or experience with applying for grants in a professional position desirable.

Education:

Equivalent to a Bachelor's degree in Public Administration, Business Management or closely related field.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time
- Operates computers, calculators and other office machines
- Considerable reading and close vision work
- May require working extended hours
- May work alone for extended periods of time
- Other physical attributes essential to the classification

Competencies:

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Team Building: Encourages and builds mutual trust, respect and cooperation among team members; Identifies sources of conflicts and provides parties with an opportunity to express their point of view; discourages non-productive behavior; and generates enthusiasm for task objectives and team accomplishment through standard and creative influence techniques.

Monitoring Work: Identifies work-related performance criteria that need to be measured for individual and team performance; conducts frequent progress review meetings with team members to discuss progress and remove barriers to progress; solicits feedback from multiple sources during and following task completion to ensure tasks are performed correctly.

Communication: Disseminates information in a timely, efficient manner; keeps team members well-informed through a variety of means, including productive and informative group and individual meetings and targeted written communications; and monitors internal and external environments to determine if additional information is required to perform tasks.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

Planning and Organizing: Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

Dependability and Reliability: Responsible and consistent in fulfilling obligations; diligently meets deadlines; and complies with organizational rules, policies and procedures.

Critical and Analytic Thinking: Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

Teamwork: Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

Job Code: 473

Status: Exempt / Unclassified