

**ARLINGTON COUNTY, VIRGINIA
HUMAN RESOURCES DEPARTMENT**

ENERGY PROGRAM SPECIALIST
Department of Environmental Services

Salary Range: \$42,328.00 - \$68,785.60 Annually

Announcement No: 1501-10B-DES-KE

Closing Date: 08/27/2009

An Equal Opportunity Employer/Reasonable Accommodation upon Request

Work Location: 1400 N. Uhle Street, Arlington *METRO-accessible*

POSITION INFORMATION

This employee provides technical and analytical support for energy, climate and related environmental activities in the Arlington Initiative to Reduce Emissions (AIRE) Program. This is a new position in our fast-paced, innovative program. Specific duties include: collecting and analyzing information to identify cause and trends, and generating reports, spreadsheets and charts related to energy and water consumption from all County operations; working with the Equipment Bureau to collect and analyze vehicle fuel use and mileage data and identify County fleet consumption trends; preparing detailed analysis of particular buildings or groups of buildings in the community indicating consumption history, patterns and trends and maintaining a database of energy consumption data from utilities for the County as a whole; providing day-to-day task level project management and assistance to consultants hired to profile county neighborhoods; working directly with community groups and businesses to implement systems and data collection tools for measuring and reporting improvements in energy usage; developing the data content for the AIRE Energy Spotlight; preparing case studies that highlight energy usage successes for particular buildings; and assisting senior staff produce regular progress reports to the County Board related to AIRE initiatives.

SELECTION CRITERIA

Online applications are required.

Minimum: Bachelor's degree in science, mathematics, engineering, business administration, public administration, environmental science, or related area plus at least one year of work experience related to energy, the environment, business administration or public administration.

Substitution: Additional qualifying experience may substitute for the education requirement on a year-for-year basis. Internship(s) and research assistantship(s) in relevant areas may substitute for the experience requirement on a month-for-month basis.

Desirable: Preference may be given to candidates with one or more of the following: a) experience preparing reports, spreadsheets and charts related to energy, water consumption, or related area; b) experience monitoring energy usage for buildings, vehicles, or a community; c) experience maintaining a database of energy consumption data from utilities; and/or d) experience working in local government.

ADDITIONAL INFORMATION

This is a 2 year limited term position. The employee cannot attain permanent status in this position but will receive all the other benefits of a permanent employee. The employee does not serve a probationary period.

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted prior to 11:59 pm on the posted closing date.

To apply online go to www.arlingtonva.us/pers, click on CURRENT JOB OPENINGS, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the selection process. Please call 703-228-0591 (voice) or 703-228-4613 (TTY).

ARLINGTON COUNTY
HUMAN RESOURCES DEPARTMENT
2100 Clarendon Blvd, Suite 511
Arlington, VA 22201
703-228-3500 from 8:00 am - 5:00 pm, weekdays;
or e-mail kedwar@arlingtonva.us
(no resumes to this e-mail address, please)

Posting Date: 08/07/09