

Essential Functions

- Manage Milwaukee Shines partner team and work with partners to plan strategically, conduct gap analyses and evaluations. Lead and host bi-monthly meetings and provide biweekly updates. Manage high profile Solar Hot Water Business Council with solar industry business leaders and economic development institutions.
- Create and implement solar workshop tailored to banking and legal professionals. Provide technical assistance to City, Milwaukee residents and businesses to overcome local and regional market barriers to solar, including working collaboratively with Solar America Cities partners in Madison. Work with the Environmental Sustainability Director, other city officials, and private financial markets to implement a financing model to support solar.
- Initiate and manage efforts to get installation sites approved by National Environmental Policy Act and the Historic Preservation Department. Act as fiscal agent to write cooperative agreements and distribute funds to partner agencies to install solar. For schools that install solar, work with educators to incorporate solar into their curriculum, create a long-term after-school and summer science program and share curriculum/program with other schools. Create budget and work with the Department of Public Works, Solar Coach and partners to write the specifications for solar installation Requests for Proposal. Create training opportunity for City facilities employees to maintain solar hot water systems. Budget, design and implement campaign to distribute remaining grant funds for solar hot water installations on residential-scale buildings and homes.
- Represent City at local conferences and other speaking engagements. Share Milwaukee Shines' successes with other Wisconsin communities. Organize and attend press events. Maintain and update Milwaukee Shines website. Evaluate available public information material and work with partners to determine how it can be tailored for Milwaukee. Lead task-force to create a "best practices" manual for solar programs. Monitor all stages and publish results.
- Research and apply for new solar grant opportunities and explore expansion of portfolio into other renewable energy policy and project issues.
- Write and submit quarterly reports to the U.S. Department of Energy, track all partner match and comply with American Recovery and Reinvestment Act requirements. Write all program materials for the U.S. Department of Energy Solar America Cities network.
- Supervise Solar Coach contract to coordinate solar workforce development, assist in solar demonstration projects and provide technical assistance to residents and businesses who want to install solar technologies.
- Assists Director and performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act of 1990.

About the Office of Environmental Sustainability

The Office of Environmental Sustainability was created by Mayor Tom Barrett to position Milwaukee as a leader in environmental sustainability and performance in the 21st century. The office is charged with coordinating efforts to improve Milwaukee's water quality, reduce energy consumption, and stimulate economic development in the green technology sector. The Office of Environmental Sustainability emerged from the community input received from the Milwaukee Green Team, commissioned by Mayor Barrett in 2004.



About Milwaukee

From "Brew City to New City" – that's today's Milwaukee.

While some communities boast about quality of life, for Milwaukee, it's not bragging. It's fact.

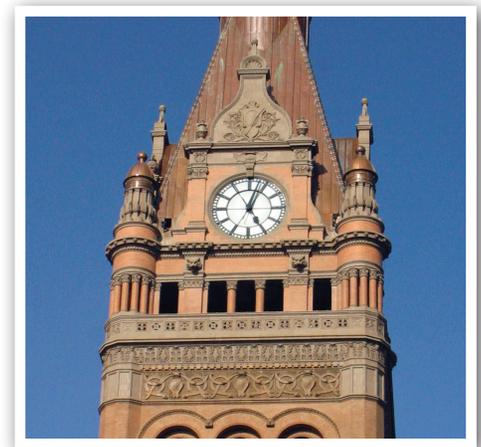
Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – the big city appeal without the big-city hassles. We're accessible and affordable, and our residents are welcoming.

Milwaukee has evolved through the years, bringing together its unsurpassed "old world" charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals and great restaurants.

Urban easy – that's Milwaukee!

Program Manager

Milwaukee Shines



 City
of
Milwaukee

www.city.milwaukee.gov



Program Manager *Milwaukee Shines*

The Position

Manage all aspects of the City of Milwaukee's solar energy program - Milwaukee Shines. Monitor, track, and oversee awarded grants, technical assistance agreements with the U.S. Department of Energy, partner match contributions, and procured contracts totalling over \$3 million. Ensure that all projects comply with City of Milwaukee and other agency requirements. Design and implement activities to make solar more mainstream. **NOTE: This position is not civil service-it is appointed and serves at the pleasure of the Director. The position is grant funded through December 31, 2011. However, future funding is anticipated as incumbent will aggressively pursue additional funding resources.**

Knowledge & Skills Requirements

- Superior professional oral and written communication skills (including clear and effective business writing and public speaking skills).
- Knowledge of policies and barriers related to climate change and energy.
- Ability to multi-task and work independently with minimal supervision.
- Ability to work effectively with a diverse group of people.
- Ability to work in a team environment.
- Excellent computer skills (proficiency with Microsoft Office, email, Internet).

Requirements

1. Bachelor's Degree in environment management, business or public administration, economics or related field from an accredited college or university.
2. A minimum of three years of project management or administration experience, one year of which must have involved environmental/energy related policies or issues. Experience or expertise with the region's solar energy industry is highly desirable.

NOTE: Equivalent combinations of education and experience may also be considered.

3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

Desirable Qualifications

1. Master's Degree in one of the above fields.
2. Experience or expertise with the region's solar energy industry.
3. Grant writing and grant administration experience.
4. Marketing and design background.
5. Knowledge of economic development theories.

SALARY

The current salary range (08) is \$57,028 to \$79,836 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes a defined benefits pension plan (*employee contribution of 5.5%*), 457 deferred compensation plan, health and dental insurance, long-term disability insurance, group life insurance, tuition benefits and paid vacation and holidays.

SELECTION PROCESS

Screening for this position will be based on an evaluation of each applicant's education, experience and professional accomplishments, which should be detailed in a resume and cover letter. The City of Milwaukee reserves the right to consider only the most qualified candidates for further participation in the selection process.

APPLICATION

Deadline is August 28, 2010. Applicants must submit a resume and cover letter by e-mail only to Matthew C. Howard, Director, Office of Environmental Sustainability – mhoward@milwaukee.gov. Qualified applicants will be notified of the date, time and place of interview.

Further information may be obtained at our website:

www.milwaukee.gov/jobs

www.milwaukee.gov/greenteam

The City of Milwaukee values and encourages diversity and is an equal opportunity employer. #10-057—TK