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| Job Title | Senior Director, Business Systems |
| PVN ID | VA-2210-005171 |
| Category | Managerial and Professional |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | DCAS, Division of Energy Management |
| Status | Full Time |
| Annual Salary | \$120,000.00 - \$150,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jan 30, 2024 (Or Until Filled) |

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

For this specific role, on behalf of DEM, CUNY BPL seeks to hire a Senior Director, Business Systems to support compliance with the new emissions reduction mandates, set by Local Law 97, by overseeing and unifying technology systems and data management procedures across the entirety of the division. The Senior Director, Business Systems will be a key member of the senior leadership team within DEM, working as a thought partner with strong executive leadership experience and skills.

Other Duties

Under this assignment, the person's responsibilities may include the following:

- **Thought Partner and Executive Leader:** Strategically advise DEM leadership on best practices for data management and information technology applications for analysis, reporting, and data visualization. Significant team leadership experience and highly skilled in leading and coaching a team that works in a fast-paced, reporting and request-for-information environment. Exercise independent judgment, while working within the BST team, and coordinating with larger teams throughout DEM. Initiative to oversee data collection, management, analysis, quality assurance, and reporting efforts across the organization by serving as both a technology project manager and business systems strategist.
- **Data Integrity and Accountability:** Experience with following the data trail from source, analysis, attention to user experience of multiple stakeholder-use. Identify data integrity and reliability challenges and advise on best practices. Primary responsibility for and be accountable for multiple data management systems, from data entry, routine collection, analysis, and reporting.
- **Growth Mindset:** DEM is proud to be a division that encourages learning new skills through training, from each other as staff members, and its capacity to adapt and accomplish its goals amid challenges. The Senior Director, BST will bring extensive experience and skills to the role and be open to learning (and/or enhancing their skills with) new technological systems, and energy management processes related to data management. The Senior Director, BST will also be open to and/or have experience with working in the New York City government environment that requires discretion, diplomacy, communication skills in sensitive contexts, and understanding and/or willingness to learn of the nuances of public service with limited budget resources.
- **Product management:** Lead project management efforts and serve as a primary liaison between DEM, DCAS IT, and external consultants to deliver the next generation of centralized data tracking and analysis systems for DEM. Oversee project planning, schedules, budgets, and scopes of work, with full accountability for the on-time delivery of effective systems that meet business requirements. Continually work to resolve issues and mitigate project delivery risk.
- **Requirements development facilitation:** Identify new business intelligence needs. Guide technology project requirements definition, including identifying business requirements, technology requirements, and user roles. Facilitate information-gathering and feedback-sharing between DEM, DCAS IT, external consultants, and other stakeholders.
- **Business intelligence/technology planning:** Serve as the in-house business systems and technology strategist for DEM, charged with effectively integrating the organization's full set of technology efforts. Help improve data collection, processing, and integration across DEM, including implementing standardized procedures. Review DEM's business needs on an ongoing basis and provides recommendations for appropriate technology solutions. Coordinate with other DEM staff and DCAS IT to define the cost-benefit tradeoffs of various solutions.

- **Performance reporting:** Provide regular updates to DEM leadership on the progress of business intelligence projects and efforts. Monitor budget and staff resource allocation and identify opportunities for improvement. Help improve performance tracking and reporting across DEM in multiple areas: (a) the energy and emissions performance of City buildings; (b) the performance of DEM-sponsored capital and expense projects; and (c) the performance of DEM programs.

Qualifications

Minimum Required Qualifications

- A baccalaureate degree from an accredited college and four years of satisfactory, full-time experience of a nature to qualify for the duties of the position, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position.

Preferred Skills and Experience

- Master's degree in computer science, data analytics, or data science.
- At least eight years of experience with large project management (end-to-end) in the business intelligence area.
- Deep knowledge of data management, integration, and analysis in SQL and NoSQL database environments.
- Capacity to identify necessary data elements and data links, design data integrations, define and document data validation rules, and implement quality assurance protocols.
- Experience serving as an effective project manager who can independently conceptualize and execute assignments from start to finish.
- High productivity; capable of executing projects within prescribed timelines and budgets.
- Strong decision-making skills, with capability to make informed evaluations and recommendations.
- Strong interpersonal skills; able to build and maintain relationships with diverse teams of internal and external stakeholders.
- Excellent written and oral communication skills.
- Certification in project management and/or business analysis.

Special Caveats:

- NYC residency may be required for continued employment.
- Immigration sponsorship is not available under this program.
- Must be prepared to be on-site.