

## **SEATTLE CITY LIGHT**

**Job Title** – Lighting Design Lab Manager (Mgr I - Utils)

**Location** – Various - Seattle area

**Salary** - \$32.45 - \$48.67

### **POSITION DESCRIPTION:**

Seattle City Light (SCL), a department of the City of Seattle, is one of the nation's largest municipally owned utilities in terms of the number of customers served. Over the years we have worked very hard to keep Seattle's electricity affordable, reliable, and environmentally sound. Today, City Light is a recognized national leader in energy efficiency and environmental stewardship.

Seattle City Light's Conservation Resources Division (CRD) is currently looking for a Manager for the Lighting Design Lab. The Lighting Design Lab (LDL) was created in 1989 and has grown to be the Pacific Northwest region's state of the art energy efficiency lighting demonstration facility. The LDL offers resources, information, and training on cutting edge, high quality, energy efficient lighting technologies to architects, lighting designers and contractors, utility personnel and other industry persons throughout Seattle City Light's service territory and the Pacific Northwest Region. The LDL is truly a regional lighting conservation resource as demonstrated by its unique funding sources. Approximately 50% of its funding comes directly from Seattle City Light, with the remainder coming from contributions made from the Northwest Energy Efficiency Alliance, Bonneville Power Administration, Puget Sound Energy, Tacoma Power, Snohomish PUD, BC Hydro, Energy Trust of Oregon and Idaho Power. The Manager of the LDL is a dynamic, technical resource for the region's conservation and lighting community.

As part of the Conservation Resources Division's leadership team reporting to the Director, the Manager of the LDL will lead five professional and technical staff who operate this distinctive and celebrated energy efficiency lighting technology demonstration facility. In this role, the manager of the LDL will be expected to provide and promote excellent customer service to the utility's customers and other users and clients of the LDL's services and resources.

### **JOB RESPONSIBILITIES:**

The Manager I manages and promotes the operation of the Lighting Design Lab by performing a number of key responsibilities including:

- In conjunction with City Light management, develop and implement the mission, vision and strategic plan for the Lighting Design Lab. Identify local and regional partnerships and funding sources.
- Use technical expertise in Lighting and Energy Conservation in guiding the Lab to achieve its mission. Serve as a technical expert within the region.
- Implement strategic plans for regional training, regional consultations and lighting displays and demonstration at the LDL.
- Create and manage the facility's annual work program.
- Develop and manage the annual budget for the LDL (\$900,000 to \$1,000,000). Manage contracts and oversee purchasing.
- Negotiate yearly funding with current sponsoring utilities. Identify and negotiate new funding methods and sources.
- Oversee the operations of the Lighting Design Lab on a day to day basis (7,400 sq ft facility housed in a separate location from the rest of the Conservation Resources Division.)
- Manage the Street and Area Outdoor Lighting Center at South Seattle Community College including working toward achieving financial self sustainability.

- Carry out personnel duties including hiring, supervising, employee development, performance reviews and expectations.
- Seek opportunities for collaborations and partnerships between the LDL and the energy efficient lighting industry, Puget Sound and Pacific Northwest utilities, local or regional organizations, and other City departments.
- Energetically cultivate effective team work, working relationships, and communication within the LDL and the Conservation Resources Division.
- Conduct seminars on energy management and speak to community groups and organizations regarding energy conservation and City Light's energy conservation programs.
- Build strong working relationships with customers, contractors, engineers, developers, and building owners.
- Perform other related duties as assigned.

#### **QUALIFICATIONS:**

**Education:** Bachelor's degree in Public Administration, Business Administration, Energy Management, Architecture, Engineering or a related field.

**Experience:** Four years increasingly responsible professional experience in program management, conservation management, planning, or analysis, with at least two years work experience in professional energy management analysis or energy planning analysis.

Or a combination of education and training and experience which provides an equivalent background required to perform these duties.

**Certification/License:** State of Washington Driver's License or equivalent mobility. A "complete" five-year driver's abstract must be available upon request (regular employees are excluded from the driver's abstract requirements).

#### **ADDITIONAL INFORMATION:**

Ability to lead a team of energy professionals and manage a separate work location. Knowledge of effective lighting design and energy conservation principles, concepts and measures, especially as they apply to energy efficiency lighting technologies and measures. Strong management skills including planning, organizing, problem-solving and program implementation. Skills and experience in successfully supervising and motivating professional and technical employees. Ability to coach employees, encourage teamwork and promote high standards of customer service. Experience with budgeting and financial management. Experience working with multiple stakeholders, vendors, and customers. Experience negotiating contracts and other agreements. Excellent oral, written and presentation skills. Good interpersonal skills, ability to work with people from diverse professional, cultural and socioeconomic backgrounds. Ability to adapt to shifting and multiple priorities and work in a goal-oriented environment. Familiarity with computer spreadsheets, word processing, database and communication applications.

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check which includes criminal history and driving history review.

#### **TO APPLY:**

To apply, please submit an online application to <http://www.seattle.gov/personnel/employment>. DEADLINE TO APPLY is 02/07/12 at 4:00 PST.

