

## Jobs Classified

### City Light Department Position Of PROGRAM DEVELOPMENT MANAGER

#### SALARY

Begins at \$3,173 per month, increases in six months to \$3,295, then in annual increments to \$3,420 - \$3,546 - \$3,685 per month.

#### POSITION DESCRIPTION

This position reports to the Director of the Conservation and Solar Division and is responsible for managing the Program Development Section which plans and develops effective energy conservation options for all customer classes within the Seattle City Light service area. Specific duties include: establishes and implements priorities and work plans for conservation planning activities; maintains coordination of planning activities with other units in the department; insures accurate representation of conservation in the utility's load forecasts; carries out an effective research, development and demonstration program for conservation and solar efforts; coordinates planning efforts with Bonneville Power Administration conservation activities; manages the preparation and monitoring of the section budget and workload forecast; prepares and makes presentations regarding conservation programs/policies to top management, the Mayor's Office, City Council and a variety of community groups; prepares or directs the preparation of complex technical reports, memos, correspondence and other written materials; supervises and manages the work of subordinate supervisors and staff from a variety of disciplines including engineering, economics, planning, legal and policy analysis, computer modeling and marketing, and performs related duties as required.

#### WHO MAY APPLY

Applications will be accepted from anyone who meets the following minimum qualifications:

#### MINIMUM QUALIFICATIONS

**EDUCATION:** A baccalaureate degree in business or public administration, engineering, energy management, planning, economics, one of the natural or social sciences or other field related to this work.

**EXPERIENCE:** Four years of increasingly responsible experience managing multi-disciplinary professional and/or technical staff on projects including at least one year in supervising or managing a planning staff responsible for complex, high priority projects. Experience in the energy field is preferred but not required.

**SUBSTITUTION:** Additional qualifying experience will substitute for the required education on the basis that one year of experience equals two years of education. Two years of graduate level education in one of the above fields may substitute for one year of the experience. There is no substitution for the experience managing or supervising a planning staff.

**OTHER REQUIREMENTS:** Willingness to work evenings and weekends as needed is also required.

Application packages may be obtained from the Seattle Personnel Department and must be filed at the department **no later than Friday, April 5, 1985**. The address is:



City of Seattle Personnel Department  
Dexter Horton Building  
710 Second Avenue - Fourth Floor  
Seattle, WA 98104  
(206) 624-7982

For further information call **RACHEL BOURSIA**(206) 625-3658 or 625-3273

An Equal Employment Opportunity/Affirmative Action Employer

Women and minorities are encouraged to apply.

Closes 4/5/85

