



**CITY & COUNTY OF HONOLULU**  
**KŪLANA KAUHALE A KALANA O HONOLULU**  
**OFFICE OF CLIMATE CHANGE, SUSTAINABILITY & RESILIENCY**  
**KE KE'ENA LOLI ANIAU, MĀLAMA 'ĀINA A ME KE OLA LOA**

**Position: Energy Program Manager** (Planner VI SR-26)

**Organization description:**

We are looking for a talented individual to join our dynamic team to build a resilient island community in the face of challenge and change. The City and County of Honolulu (“City”) [Office of Climate Change, Sustainability and Resiliency](#) (“CCSR”) was established by a City Charter amendment in 2016 with overwhelming approval by O’ahu voters. Per City Charter and [Ordinance 20-47](#), CCSR is tasked with seeking local information from scientists and tracking climate change science and potential impacts on City facilities, coordinating actions and policies of departments within the City to increase community preparedness, protecting economic activity, protecting the coastal areas and beaches, and developing resilient infrastructure in response to the effects from climate change. Additionally, CCSR is responsible for integrating sustainable and environmental values into City plans, programs, and policies. CCSR also administratively supports the City’s [Climate Change Commission](#).

**Position summary:**

The Energy Program Manager is responsible for overall administration, planning, development, coordination, implementation, and monitoring of energy-related programs designed to further sustainable energy goals for the City and County of Honolulu, including internal energy efficiency and renewable energy projects for the City as well as island-wide energy and clean transportation initiatives. This position works directly with the Executive Director and Deputy to develop energy goals, policies and implementation strategies for the City, and is responsible for managing projects to achieve these goals.

**Duties and responsibilities include:**

- Leads design and implementation of the City’s energy program goals and develops implementation strategies for reaching set goals.
- Manages and performs tracking and reporting of City energy and fuel usage, building benchmarking, and greenhouse gas emissions inventory for activities within the City, as well as island-wide sustainability metrics.
- Manages the Energy Efficiency Specialist and Climate Action and Mobility Specialist, and provides guidance to the Sustainability Data Analyst for work related to the Energy Program.
- Develops new and innovative strategies and programs to maximize energy savings and renewable energy production revenue for the City, and monitors and supports implementation of energy performance contracts for City buildings.
- Facilitates implementation of the City’s Climate Action Plan in collaboration with other city departments.
- Tracks relevant legislation, filings, and applications before Congress, State Legislature, City Council, State Public Utilities Commission, etc., and prepares position papers and testimony.
- Independently seeks, researches, and collaborates with other staff to write grant applications to secure program and project funding, and compiles and analyzes data to support program goals, grant applications, and grant reporting requirements.

- Seeks input from key stakeholders and community members on relevant energy program projects, policies or plans to ensure diverse stakeholder input.
- Keeps abreast of current laws, regulations, and tax incentives at all levels to determine opportunities for energy programs/projects.
- Independently serves, and may be assigned by Executive Director to serve, on committees or as CCSR liaison to other Federal agencies, State agencies, county agencies, NGOs, and community groups in addressing and solving problems relating to energy.
- Oversees relevant consultant contracts.
- Acts as backup to other Program Managers as assigned.
- Performs other related duties as may be assigned.

### **Minimum qualifications:**

- At least four to six years of experience in energy and clean transportation fields, economic and community development or planning, including industry, policy, consulting and advocacy work
- Bachelor's degree in relevant field from an accredited university
- Experience managing projects in a team setting, including the rapid development of project plans, managing timelines and staff or consultants
- Comfortable working independently and as part of a team in a fast-paced environment in an executive-level government office; strong interpersonal skills
- Familiarity with policies and programs in Hawai'i to advance clean energy, energy efficiency, community resilience, clean transportation, active transportation, climate action and greenhouse gas emissions reduction, etc
- Strong written and verbal communication skills to communicate complex policy issues clearly and concisely, as well as produce reports, assign tasks, accept instructions and handle vendor contracts, among other tasks
- Ability to build coalitions to advance City policy and plans surrounding energy and climate action, with experience collaborating with diverse internal and external stakeholders and community partnerships to achieve goals
- Strong background with Microsoft Word, Excel, and PowerPoint

### **Desired qualifications:**

- Previous experience working in energy and clean transportation fields on O'ahu (or elsewhere in Hawai'i) with government strongly preferred
- Advanced degree in relevant discipline such as energy, economics, public policy, and community development or planning
- Experience managing federally funded projects in a municipal setting

### **Compensation:**

Starting salary ranging between \$74,124 and \$93,840 annually, plus full [City benefits](#). Union-negotiated contractual 3.59% salary increase effective July 1, 2024. This is a permanent, full-time position.

### **To apply:**

To apply, please send a 1-2 page cover letter, current resume, a brief writing sample and a list of at least three current references to [resilientoahu@honolulu.gov](mailto:resilientoahu@honolulu.gov). Please highlight aspects of your experience that are relevant for this position and explain why you are interested in working with the City and CSSR. Applications will be accepted until the position is filled. Applicants are encouraged to submit their materials as soon as possible, as they will be reviewed on a rolling basis.

### **Questions?**

Reach out to us at [resilientoahu@honolulu.gov](mailto:resilientoahu@honolulu.gov).