



TOWN OF BELMONT
Belmont Municipal Light Department
Energy Resources Manager
\$126,063.29 - \$165,768.85 Fully Benefitted

Belmont Municipal Light Department (Belmont Light) is accepting applications for a full-time (40 hours/week) Energy Resources Manager. This key position will be part of the Belmont Light Management team. The starting salary of the hire will be commensurate with experience and qualifications. The duties of the position will include:

- Manages the department's energy and capacity supply portfolios by determining the optimum supply plan necessary to economically and reliably meet organizational needs.
- Manages the department's portfolio of Renewable Energy Certificates and progress towards Belmont Light's power supply goals.
- Manages the department's demand-side program portfolio. Researches, creates, and evaluates energy initiatives and programs to support organizational goals.
- Helps establish, develop, and enhance energy strategies, goals, policies, and procedures. Emphasizes and implements sustainability planning. Monitors relevant energy, environmental, and regulatory trends and changes. Assists the General Manager in evaluating supply and demand side energy strategies and opportunities. Participates in negotiations regarding power purchases.
- Monitors the company's participation in regional energy markets. Maintains in-depth knowledge of resource portfolio development, energy market trends, and energy forecasting in a New England context.
- Ensures best practices for program evaluation techniques. Conducts economic analysis. Estimates financial and environmental effectiveness of energy programs. Performs cost-benefit and cost-effectiveness analysis as needed. Prepares spreadsheet models. The ideal candidate will have strong knowledge of Microsoft Excel for data entry, data evaluation, manipulation and analysis, as well as statistical functions, database functions, report generation, table design and graphics generation.
- Manages power supply and Conservation Fund budgets and spending.
- Responds to complex customer inquiries and requests relative to energy policies and programs and provides advice and information as needed. Works with customers, community groups, and other stakeholders in developing and implementing energy programs.
- Researches and pursues pertinent grant and funding opportunities.
- Reviews distributed renewable generation projects within Belmont, assists owners/developers with economic issues pertaining to Belmont Light's distributed generation policies.

Bachelor's degree in public policy, economics, business administration, engineering, environmental science, environmental policy/management, or related field. Master's degree preferred. Minimum 5 years of specialized and progressively responsible experience related to energy or utility industries (or equivalent combination of education and experience). Utility experience in resource planning, demand-side management, cost of service, distribution, transmission, generation, ratemaking and accounting, along with an understanding of new energy markets.

Cover letters, Town of Belmont job application and resumes accepted at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax (617) 993-2741



Application Process

All applicants are **required** to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form. All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov