

2020 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES ("DCAS")

DIVISION

Division of Energy Management ("DEM")

ADDRESS1 1 Centre Street

ADDRESS2 New York, NY

CONTACT NAME Christina Rampata

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Division of Energy Management ("DEM") within the City of New York's Department of Citywide Administrative Services. 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

UNIT DESCRIPTION (Max characters 1000)

The Budget Team sits within DEM's Executive Office Support Unit and develops and manages DEM's expense (programmatic and operational) and capital budgets. In addition, the team helps track invoices, manage micro-purchases, and manage program revenue. The team works closely with DEM staff across all business units and staff at our partner agencies, DCAS's Fiscal and Business Management, and New York City's Office of Management and Budget.

POSITION TITLE (Max characters 100)

Energy Budget Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Budget Team is seeking a summer intern (graduate-level) to contribute to work related to expense and capital budget management. The team will provide the candidate with an overview of the City's budget process and annual financial budget cycle. The intern's assignments are expected to include, but are not limited to, the following:

1. Contributing to the development of a Budget 101 training.
2. Conducting specific analyses of historical budget data, including efforts related to reconciliation of historical revenue data.
3. Contributing to the preparation of outyear budget forecasts and templates for distribution to DEM business units.
4. Providing support for expense and capital budget invoicing and historical contract close-out.

The person will serve in a full-time capacity for 12 weeks. Depending on the status of return-to-work efforts, the intern may work remotely or be in person at DEM's offices (1 Centre Street in Lower Manhattan).

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

- Be capable of both collaborating effectively with others and working independently.
- Be highly proactive and have a demonstrated track record of taking the initiative to problem-solve and bring issues to resolution.
- Have excellent interpersonal skills and be able to interact with diverse stakeholders in a professional manner.
- Be highly organized, detail-oriented, and reliable.

Bring significant experience in both data analysis and deliverable production, such that they are capable of both doing analysis and effectively packaging the key takeaways and conclusions.

Be a currently enrolled student at an accredited graduate school, ideally in one of the following fields or areas of study: economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or urban studies.

APPLICATION PROCESS (Max characters 700)

Please submit a resume and 1-page cover letter summarizing interest in the position and relevant experience to Christina Rampata, Director - Budget, via email at chrampata@dcas.nyc.gov. Applications will be accepted until July 23. Applications without these materials will NOT be considered. No phone calls please.

SALARY RANGE

\$18 for graduate and \$15 for undergrad

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)