

**ARLINGTON COUNTY, VIRGINIA  
HUMAN RESOURCES DEPARTMENT**

**MANAGEMENT SPECIALIST III (Energy Outreach)**  
Department of Environmental Services

Salary Range: \$48,942.40 - \$79,601.60 Annually

Announcement No: 1507-8B-DES-KE

Closing Date: 08/23/2007

*An Equal Opportunity Employer/Reasonable Accommodation upon Request*

Work Location: 1400 N. Uhle Street, Arlington \*METRO-accessible\*

**POSITION INFORMATION**

This new position is funded by and supports the goals of the Arlington Initiative to Reduce Emissions (AIRE), a climate action campaign by Arlington County government. The employee works as part of a team to provide technical and program outreach to the public on interdisciplinary approaches to reducing greenhouse gas emissions in an urban environment. The employee will focus on improving energy efficiency in commercial and institutional buildings, including multifamily housing. Specific duties include: managing seminars, workshops, training and special events and producing marketing products to promote alternative energy options (such as the purchase of renewable energy credits for buildings and direct on-site use of alternative energy sources) and to promote energy efficiency in single family homes, multi-family residential buildings, commercial buildings and institutional buildings; managing service contracts with consulting firms that provide technical, logistic, training and marketing support for the AIRE program broadly; and providing training to County staff (construction managers, building inspectors and maintenance technicians) on green building technologies and practices. The employee will be supervised by the Energy Manager in the Facilities Management Bureau.

**SELECTION CRITERIA**

Online applications are required.

Minimum: A Bachelors degree in an environmental science, physical or life science, business, architecture, urban planning, or a related field plus two years of experience in architecture, green building practices, energy management, environmental planning, or related area.

Substitution: Additional qualifying experience may be substituted for the education requirement on a year-for-year basis.

Desirable: Preference may be given to candidates with one or more of the following: a) experience in energy efficiency program delivery with a utility or government; b) experience with Web page development; c) experience with green building practices; d) experience with community outreach; and/or e) experience with Microsoft Office Suite.

**ADDITIONAL INFORMATION**

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted

prior to 11:59 pm on the posted closing date.

To apply online go to [www.arlingtonva.us/pers](http://www.arlingtonva.us/pers), click on CURRENT JOB OPENINGS, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the selection process. Please call 703-228-0591 (voice) or 703-228-4613 (TTY).

ARLINGTON COUNTY  
HUMAN RESOURCES DEPARTMENT  
2100 Clarendon Blvd, Suite 511  
Arlington, VA 22201  
703-228-3500 from 8:00 am - 5:00 pm, weekdays;  
or e-mail [kedwar@arlingtonva.us](mailto:kedwar@arlingtonva.us)  
(no resumes to this e-mail address, please)

Posting Date: 07/27/07