

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Office of the General Counsel

ADDRESS1 One Centre Street, 19th Floor North

ADDRESS2 New York, New York 10007

CONTACT NAME Gloria Skinner

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AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

The Office of General Counsel (OGC), working with DCAS's Department of Energy Management (DEM) and the Mayor's Office of Sustainability (MOS), supports City agencies' energy needs by advising on the procurement and management of utility services for the agencies and other governmental customers; provides counsel for the City's energy efficiency program through procurement and business management advice; interacts with to achieve the City's ambitious OneNYC plan through development of policy and project initiatives; handles procurement and regulatory issues related to renewable energy projects.

POSITION TITLE (Max characters 100)

Graduate Level Energy Regulatory Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Reporting to the Senior Energy Counsel in OGC, the Energy Regulatory Intern will assist in: conducting research and drafting memoranda regarding energy regulatory matters in furtherance of meeting the City's energy goals as stated in OneNYC; attending energy team meetings with agency and MOS leadership and staff; analyzing regulatory materials and filings related to renewable energy projects, electricity rate cases, and policy initiatives; creating and maintaining energy issues matrix of all energy issues on an agency and City level for tracking and coordination

purposes; review of policy documents; legal research and analysis of federal and state energy statutes; attending energy conferences on behalf of the agency.

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

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student. Enrolled in a program that provides candidate with a basic background in the responsibilities outlined herein.

Strong communication and interpersonal skills.

Interest in renewable energy, the environment and climate change, federal, state and local rule making, public policy.

Excellent computer skills.

Attention to details, strong communication and organizational skills.

Strong research skills; ability to multi-task.

APPLICATION PROCESS (Max characters 700)

Submit cover letter and resume to the above-referenced agency contact.

SALARY RANGE

Graduate Intern \$16.00 per hour / \$560 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships are available between May and September for a maximum of 13 weeks.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.