



**New Jersey Board of Public Utilities**  
NJ Board of Public Utilities  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## **Notice of Job Vacancy**

***\*This is an in person position\****

**JOB POSTING #: 45-2021**

**DATE OF POSTING:** November 24, 2021

**DATE OF CLOSING:** December 15, 2021

**TITLE:** E-Mobility Program Coordinator

**SALARY:** Commensurate with Experience

**EXISTING VACANCIES:** One (1)

**WORKWEEK:** NL (35 hours)

**DIVISION/LOCATION:** Board of Public Utilities  
Division of Clean Energy

**GENERAL DESCRIPTION:** Under the direction of the E-Mobility Manager, the E-Mobility Coordinator will be responsible for managing multiple Electric Vehicle (EV) related programs and projects within the Division of Clean Energy. In January 2020, Governor Murphy signed the EV Act which established the strongest EV incentive program in the country and provided the BPU with additional authority to create EV and EV charging incentive programs as necessary to effectuate the goals outlined in the act. Those goals include putting 330,000 EVs on the road by 2025 and establishing a public charging network throughout the State of New Jersey. Those actions, coupled with the 2019 Energy Master Plan, which acknowledge that the transportation sector is responsible for over 40% of emissions, have propelled New Jersey, and the BPU, as a leader in EV adoption policy. This position will support existing EV programs and assist in the development of future programs.

### **Work Responsibilities:**

#### Program Management

- Manage the day to day logistics of EV incentive programs including stakeholder outreach, grant management, program tracking, budgeting and reporting.
- Participate with complex teams consisting of professional staff members (i.e., projects specialists, strategic BPU and other agency team partners) as well as consultants and contractors, setting timelines, communicating with the E-Mobility Manager about the

state of the project, ensuring projects stay on track and on budget and adjusting if necessary to meet new requirements.

- Assist in the management of BPU contractors and consultants as required.
- Ensure contract demands, conditions and performance are met in timely manner.

#### Research and analysis

- Develop and participate in new opportunities, prepare effective technical proposals, and take an active role in the development of new programs and projects.
- Responsible for policy recommendations, technical review, grant proposal review and grant management, market analysis, program oversight, budget assessment, Board Order and other regulatory document preparation and presentation and the review and preparation of comments on relevant legislation as required.
- Responsible for researching best practices in EV adoption and EV charging regionally and nationally.

#### Writing and presentations:

- Review, analyze, and prepare written materials, such as letters, reports, correspondence, and other documents related to the program functions.
- Responsible for preparing and presenting Board agenda items, public notices, listserv announcements, etc.
- Interact regularly with Commissioners, Legal staff, representatives of other state agencies, utility representatives, market participants and other stakeholders.
- Participates in internal and external stakeholder meetings.

**REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree; Master's degree preferred. EV experience preferred but not required.

**EXPERIENCE:** Demonstrated project management skills, including such factors as interpersonal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, budgeting or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required. Demonstrated ability to provide research and policy analysis in a concise manner. Demonstrated facility with Microsoft office, spreadsheet, database, communications software, and renewable energy investment analytical tools preferred. Knowledge of the energy industry, environmental protection and/or sustainability issues preferred.

**NOTE:** We value inclusion, integrity, innovation, empowerment, and hard work above all else. Candidates with relevant undergraduate or professional experience are encouraged to apply, as are candidates who have shown a strong commitment to remedying the historical under-representation of people of color in energy through their work promoting equity, inclusion, and diversity as well as through their own lived experiences

**OPEN TO THE FOLLOWING:** Open to NJ Residents.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, and Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

Visit us at <https://nj.gov/bpu/>

**The New Jersey Board of Public Utilities is an Equal Opportunity Employer.**