

# **SUSTAINABILITY PLANNER - TOWN OF ITHACA**

## **Tompkins County**

**Department:** Town of Ithaca  
**Classification:** Competitive  
**Approved:** Town Board 5/2010  
**Revised:** 05/12; 8/21; 2/23  
**By:** RP, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS: EITHER:**

1. Graduation from a regionally accredited or New York State college or university with a Master's degree in planning, public administration, environmental studies, natural resources or a field closely related to sustainability **AND** one (1) year of professional work experience involving the development and implementation of sustainability programs and policies; **OR**
2. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree or higher in planning, public administration, environmental studies, natural resources or a field closely related to sustainability **AND** three (3) years of professional work experience involving the development and implementation of sustainability programs and policies; **OR**
3. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree or higher in planning, public administration, environmental studies, natural resources or a field closely related to sustainability **AND** five (5) years of professional work experience involving the development and implementation of sustainability programs and policies; **OR**
4. Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This professional level position is responsible for the performance of a variety of sustainability planning assignments for the Town of Ithaca. This position coordinates work across departmental boundaries to implement the Town's Green New Deal (GND), which aims to achieve an equitable transition to carbon neutrality town-wide by 2030. This position will plan and execute climate-related initiatives to reduce greenhouse gas emissions and energy consumption and promote resiliency and sustainability in the town. This position serves as the town's lead advisor on sustainability issues and requires frequent interaction with elected officials, the community, and other municipal officials. The position may be assigned to work in collaboration with other municipalities as a shared service. The work is performed under the general guidance of the Director of Planning, with input from the Town Supervisor. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Recommend quantifiable sustainability targets and goal timeframes;

Develop and recommend goals and strategies for reducing energy use and greenhouse gas emissions in the Ithaca community and in town buildings, infrastructure and vehicles;

Recommend renewable energy options for town operations;

Recommend water, wastewater, energy, and solid waste management strategies;

Recommend climate protection strategies through land use planning;

Assist and participate with an evolving process to integrate accepted recommendations into the comprehensive plan and zoning requirements, based on best practices, strategies, and results in other municipalities;

Create a policy and decision evaluation tool to consider sustainability in decisions made by the town;

Meet with and explain to Town boards and committees, community groups, business organizations, and members of the public about activities, projects, regulations, and standards dealing with sustainability programs;

Engage and supervise consultants and interns as needed to accomplish identified tasks

Participate in studies involving research, investigation and analysis of sustainability and prepare and present reports;

Perform a variety of research work relating to sustainability, climate adaptation, and resiliency planning, including the collection and analysis of various data;

Participate in meeting with municipal boards, legislative bodies, and other public officials to advise them on sustainability matters and make recommendations;

Design, manage and/or coordinate public advocacy activities and educational initiatives related to renewable energy and resilience/adaptation projects;

Provide assistance to the Town in preparing comprehensive plans and land use control regulations;

Facilitate intra-departmental and inter-departmental coordination to support town sustainability efforts;

Support program and policy work to reduce GHG emissions in existing buildings;

Research, apply for, and manage grant applications for funding to advance the Town's GND initiatives;

Advocate for and facilitate equity and social justice strategies, programs and projects;

Attend workshops, seminars, and conferences related to environmental management, climate change, energy efficiency, renewable energy, and environmental sustainability principles

Perform miscellaneous office work or other work assigned, and maintain records of activities;

May be assigned to work with other municipalities as a shared service.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of current concepts, principles, practices, methods and techniques of climate change, equity, energy, and sustainability issues, including GHG emission reduction, energy efficiency and renewable energy technologies;

Good knowledge of sustainability issues related to the economy, society and the environment, including Environmental Justice Area Communities;

Preferred: Good knowledge of the Ithaca area

Working knowledge of planning strategies and comprehensive planning;

Working knowledge of basic research methods and techniques;

Working knowledge of best practices in "green" technology and building construction, mechanical systems, energy, lighting and sustainability programs;

Working knowledge of related Federal, State, and local policies and programs;

Working knowledge of computer software for word processing, spreadsheet, e-mail, presentation graphics for developing statistical analyses and preparing presentation materials, and utility or energy data systems;

Working knowledge of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities;

Ability to gather, interpret, analyze, and present data;

Ability to work collaboratively, thinking analytically and creatively to achieve results;

Ability to communicate ideas and work effectively across departments, disciplines, municipal boundaries, with community groups and a diverse community;

Ability to work independently and be self-supporting;

Ability to communicate clearly and concisely, both orally and in writing and prepare complex written reports;

Ability to understand complex oral and written directions;

Ability to exercise initiative and resourcefulness; integrity, discretion, and sound judgement;

The employee's physical and mental condition shall be commensurate with the demands of the position either with or without reasonable accommodations.

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