

## **Senior Planner - Energy Specialist Tompkins County**

**Department:** Department of Planning and Sustainability

**Classification:** Competitive

**Labor Grade:** White Collar grade 14

**Approved:** 2017 Year-end Resolution

**By:** AG, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, sustainability, architecture, business administration, engineering field relevant to building energy use, or a closely related field **AND** two years of professional experience in developing planning studies and reports in support of new and updated plans, programs and regulations; managing business client relations; or managing building energy management; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, sustainability, architecture, business administration, engineering field relevant to building energy use, or a closely related field **AND** four years professional experience in developing planning studies and reports in support of new and updated plans, programs and regulations; managing business client relations; or managing building energy management; **OR**

(c) Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b), above.

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

### **SPECIAL REQUIREMENT:**

Candidates chosen for employment must possess a valid New York State driver's license within thirty days of appointment and maintain such license for the duration of employment.

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

The incumbent in this position runs the Business Energy Navigator program that serves commercial and industrial customers interested in installing renewable energy generation and incorporating energy efficiency in their designs for new buildings and major expansion and remodeling projects. The incumbent engages with business owners and energy managers one-on-one to fully understand the envisioned facility so that s/he can identify and evaluate all potential energy cost-saving alternatives, tailor solutions, and act as a guide and advisor as the business takes steps to incorporate those aspects into their designs, and develop ways to finance those improvements. The incumbent interacts with economic development staff, business leaders, elected officials, county staff, and energy and sustainability advocates and experts in the community to further the Business Energy Navigator program and to reduce greenhouse gas emissions broadly in the community. The incumbent conducts complex and technical planning studies and strategic plans, prepares detailed reports, , and proposes policies, plans and projects in support of the Department's work program, As appropriate, the incumbent prepares grant applications and manages moderately complex grant projects and programs. The work will be performed under the general supervision of senior staff with allowances for a high degree of independent judgment and autonomy in executing assigned tasks. Supervision of professional staff is not a responsibility of this title although supervision of student interns and support staff may be required on a project or programmatic basis. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Develops and manages the County's Business Energy Navigator program;
- Engages with business owners and energy managers to evaluate potential energy cost-saving alternatives and tailor solutions;
- Develops and manages County planning-related programs, such as energy, community development/sustainability, or environmental protection;
- Makes formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on program activities;
- Guides businesses through the steps to incorporate energy cost-saving into their designs and operations;
- Advises and supports businesses to develop financing strategies and apply for funding opportunities;

- Serves as a contact person for the Business Energy navigator program by responding to requests for information and complaints about problems from the public, businesses, community organizations, and County and municipal government officials;
- Conducts complex analytical reports and planning studies;
- Prepares applications for grant funds for the department, local governments, and interested agencies;
- Develops proposals for County policies and guidelines for energy and climate change program activities;
- Communicates results of program activities to advisory boards and committees;
- Prepares applications for grant funds for the department, local governments, and interested agencies;
- Manages grant funds from federal and state agencies and/or local sources often involving selection and oversight of professional consultants, multiple community partners and substantial budgets;
- Issues Requests for Proposals and oversees contracts related to programs;
- Conducts training sessions to meet the needs and interests of the business community;
- Develops and assists with business education programs for input and participation at the municipal and countywide levels, including development of educational materials;
- Provides professional support to advisory boards and committees;
- Participates in studies with other groups in the County, providing data and other resources as appropriate;
- Assists in directing the work activities and program accomplishments of interns, department technicians, and consultants, as assigned;
- Attends and, in turn, organizes periodic staff meetings;
- Attends external training programs, as needed.

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

- Thorough knowledge of energy and sustainability planning;
- Thorough knowledge of alternative approaches to providing energy in buildings;
- Good knowledge of energy efficient construction or building design;
- Good knowledge of current research methods and techniques for collecting, analyzing, and interpreting data and preparing clear and meaningful reports;
- Working knowledge of building construction, heating and cooling systems, and renewable energy systems;
- Working knowledge of governmental decision-making processes;
- Ability to interpret construction plans and designs;
- Excellent customer service skills, interpersonal skills, and ability to connect with business owners and instill confidence in their decision making;
- Excellent project management skills with strong organizational abilities and attention to detail;
- Ability to think critically and creatively;
- Strong communication skills: oral, written and presentation;
- Ability to deal with tight deadlines and competing requests;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment, as needed;
- Ability to attend to details while keeping big-picture goals in mind;
- Ability to prepare concise, well-constructed oral and written communications and reports that convey complex planning topics to the public;
- Skillful application of spreadsheet, database, desktop publishing, and word processing software;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Ability to manage departmental and grant resources on a project or programmatic basis;
- Ability to understand and to give complex oral and written instructions;
- Initiative, resourcefulness, tact, and good judgment;
- Ability to communicate and deal effectively with department heads, local officials, legislators, and residents and to advise, persuade, or influence them in adverse and tense conditions; and
- Ability to travel, as required to fulfill the demands of the position in Tompkins County; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment.

These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. There may be minimal exposure to disagreeable conditions. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job. If an individual has limitations, the employee has the right to request reasonable accommodations in accordance with the ADA and as amended.

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