

Chief Sustainability Officer Tompkins County

Department: Department of Planning and Sustainability

Classification: Competitive

Labor Grade: Management Grade 86

Approved: 2020 Year End Resolution

By: LG, Deputy 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 **AND** five (5) years of professional experience working to reduce greenhouse gas emissions in buildings and transportation, including analyzing and implementing improvements to building energy systems and fleets, installing/procuring renewable energy, conducting organizational climate action planning, encouraging energy conservation by employees, and/or related initiatives, or its part-time paid professional equivalent; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** seven (7) years of professional experience working to reduce greenhouse gas emissions in buildings and transportation, including analyzing and implementing improvements to building energy systems and fleets, installing/procuring renewable energy, conducting organizational climate action planning, encouraging energy conservation by employees, and/or related initiatives, or its part-time paid professional equivalent; **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.

DISTINGUISHING FEATURES OF THE CLASS:

This is a senior position responsible for leading and overseeing the overall execution and efficacy of the "Internal Focus" component of the County's Energy Strategy and the pursuit of a financially sound path to net-zero emissions in County operations. The position will manage implementation of the County's Capital Program investments to support this net-zero goal. This position will focus on reducing emissions in the County's fleet and facilities; managing and monitoring current energy use and energy records; working with County employees to reduce greenhouse gas emissions from employee commutes; and using and updating government operations greenhouse gas emissions and energy use data to inform progress and assist in decision-making. The position will also identify and lead pursuit of relevant grant funding opportunities while serving as the primary contact for information regarding County sustainability initiatives. This position will interact with both County staff and elected leadership, technical consultants and community members. The work will be performed with allowances for a high degree of independent judgment and autonomy in executing assigned tasks. Supervision may be required over professional staff including planners, as well as student interns, consultants, and support staff on a specific project or programmatic basis. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Leads the County's internally-focused efforts to implement its Energy Strategy, including related Capital Program investments in its fleet and facilities;
- Provides expert guidance and support to County leadership and staff in the reduction of greenhouse gas emissions from County operations and in implementing, evaluating, and improving County sustainability initiatives (ex. energy use and conservation, recycling, pollution reduction, building and facility design, fleet management, employee training, etc.);
- Develops, draft, and recommends policies and procedures related to County sustainability initiatives, and assesses and analyzes existing policies and procedures to identify improvements that would better align them with the County's sustainability commitments;
- Conducts research and prepares reports and memoranda, including analyses, tables etc., with emphasis on sustainable initiatives and their costs and monetary savings as well as greenhouse gas emission and related environmental benefits;

- Implements the County's Fleet Management Framework to advance the County's Green Fleet Program and its replacement of fossil fuel vehicles with electric alternatives where viable;
- Assists departments with selecting and purchasing recommended plug-in electric vehicles (PEVs) replacements and related charging infrastructure installations;
- Works with Highway and other County departments to collect, monitor, and evaluate vehicle data, including seeking opportunities to further right-size the County vehicle fleet;
- Works with Facilities and other County departments to collect, monitor, and evaluate facility energy use data, including work with on-site energy management consultants, Flex Tech energy study consultants, and energy providers;
- Tracks County sustainability efforts across departments and provides a central repository of this information as well as for County energy records and energy efficiency improvements;
- Communicates government operations-related sustainability activities and results to the Legislature, advisory boards, committees, and other interested parties;
- Undertakes certifications and reporting that recognizes and supports County sustainability initiatives;
- Seeks out grant opportunities and manages the preparation of grant applications to ensure adequacy and timeliness;
- Implements grant-funded activities and manages grant funds and contracts;
- Conducts analytical reports and studies in support of County sustainability goals;
- 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 meetings;
- Attends external training programs, as needed;
- Performs other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Ability to demonstrate initiative as a self-starter exercising high autonomy and independent as well as critical thinking in order to provide informed recommendations for advancing County sustainability goals;
- Excellent project management skills with strong organizational abilities and attention to detail;
- Strong research skills, data collection and analysis skills, and creative problem-solving skills;
- Knowledge of concepts, trends, regulations, and current best practices related to measuring and reducing greenhouse gas emissions from an organization such as a county government, particularly with regard to its fleet, facilities, and employee behavior;
- Experience and a working understanding of the effective methods of reducing greenhouse gas emissions and improving the energy efficiency and sustainability of an organization's operations;
- Excellent written and verbal communication skills to work effectively with department staff, committee chairs, technical consultants, and elected officials;
- Ability to build good working relationships with others, particularly within County departments, to coordinate efforts and move actions forward;
- Candidate must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness;
- Excellent computer skills that at a minimum include presentation software, Microsoft Excel, PowerPoint and Word, and ability to learn new software as needed;
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.
- Adept at implementing and achieving solutions that are driven by data and lead to measurable outcomes;
- Excellent written communication skills, including analytical report writing;
- Excellent verbal communication skills to work effectively with the public, department heads, elected officials, committee chairs, technical consultants;
- Good knowledge of current research methods and techniques for collecting, analyzing, and interpreting data and preparing clear and meaningful reports;
- Working knowledge of alternatives to fossil fuel vehicles, building construction, heating and cooling systems, and renewable energy systems;
- Working knowledge of governmental decision-making processes;
- Ability to interpret construction plans and designs;
- Ability to interpret vehicle specifications;
- 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 manage capital program, departmental, and grant resources on a project or programmatic basis;
- Ability to understand and to give complex oral and written instructions;
- Ability to travel, as required to fulfill the demands of the position amongst Tompkins County facilities;

- 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 other County facilities, 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.

Position Created: 12/2020

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