

Sustainability Coordinator II Tompkins County

Department: Department of Planning and Sustainability

Classification: Competitive

Labor Grade: White Collar grade 14

Approved: 3/22 by RP

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from, or current enrollment with an understanding that the degree must be obtained within 3 months of appointment in, a master's degree program at a regionally accredited or New York State registered college or university in planning, natural resources, public administration, public policy, landscape architecture, ecology, environmental studies, engineering, geography, or closely related field **AND** 1 year of professional experience working for municipal governments, community organizations, regional/state entities, or businesses to address community planning issues such as energy, sustainability, climate change, comprehensive planning, natural resources, water resources, or transportation; **OR**
- (b) Graduation from, or current enrollment with an understanding that the degree must be obtained within 3 months of appointment in, a bachelor's degree program at a regionally accredited or New York State registered college or university in planning, natural resources, public administration, public policy, landscape architecture, ecology, environmental studies, engineering, geography, or closely related field **AND** 2 years of professional experience working for municipal governments, community organizations, regional/state entities, or businesses to address community planning issues such as energy, sustainability, climate change, comprehensive planning, natural resources, water resources, or transportation; **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b) above.

SPECIAL REQUIREMENT: Candidate chosen for employment must possess a valid New York State driver's license within 30 days of appointment and maintain such license for the duration of employment.

Tompkins County is committed to equity and inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for leading and overseeing the overall execution of the "External Focus" component of the County's Energy Strategy and the pursuit of programs to achieve the energy, climate change, and sustainability principles as expressed in the County Comprehensive Plan. The position prepares detailed planning reports, conducts planning studies, proposes policies, plans, and projects, and identifies the probable impacts to the physical development and management of the county that will result from proposals. This is a mid-level professional position focused on sustainability issues; however, the position is also responsible for leading teams on complex studies that require the coordination of efforts by other members of the department.

The position may be assigned as needed to specialty program areas within the department, including land use, housing, tourism, energy, community development, sustainability, rural development, water resources, land conservation, or the environment. The position identifies and leads pursuit of relevant grant funding opportunities to further sustainability goals in the community and manages moderately complex grant projects and programs. The incumbent is also responsible for providing professional assistance to advisory boards and committees. 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:

- Leads the County's externally focused efforts to implement its Energy Strategy;
- Provides expert guidance and support to the County and wider community in methods to reduce greenhouse gas emissions and in implementing, evaluating, and improving community sustainability initiatives;
- Identifies and administers grant-making and grant-seeking activities to support County planning-related goals and policies;
- Develops and manages County planning-related programs focused on sustainability and reducing greenhouse gas emissions, including the Business Energy Advisors Program, which assists local commercial and industrial entities in pursuing energy efficiency and emissions reductions through energy retrofits and new building construction;
- Reviews draft laws, policy proposals, regulations, and funding opportunities from New York State, as well as federal and local governments, and provides expert guidance and support to the County and wider community regarding the sustainability implications from those proposals;
- 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 reductions and related environmental benefits;
- Prepares complex analytical reports and planning studies related to comprehensive planning;
- Develops proposals for policies, plans, and projects;
- Provides professional support to advisory boards and committees;
- 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;
- Prepares applications for grant funds for the department, local governments, and interested agencies;
- Drafts and oversees contracts that advance planning efforts;
- Serves as a contact person for the Department of Planning and Sustainability by responding to requests for information and complaints about problems from the public, community organizations, and County and municipal government officials;
- Makes formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on planning projects;
- 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 support staff, and consultants as assigned;
- Attends external training programs as needed.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Ability to demonstrate initiative as a self-starter exercising autonomy and critical thinking to provide informed recommendations for advancing sustainability goals and activities;
- Strong written and verbal communication skills to work effectively with County staff, community members, technical consultants, developers, and elected officials;
- Ability to build good working relationships with others to coordinate efforts and move actions forward;
- Excellent computer skills, including use of spreadsheet, database, desktop publishing, and word processing software, and ability to learn new software as needed;
- Adept at implementing and achieving data-driven solutions that lead to measurable outcomes;
- Good project management skills, strong organizational abilities, and outstanding attention to detail.
- Strong background in planning-related research methods and techniques, working knowledge of current data collection, analysis, and interpretation methods, and creative problem-solving skills.
- Thorough knowledge of effective methods of addressing greenhouse gas emissions, sustainability, and other related planning challenges;
- Good knowledge of governmental decision-making processes;
- Ability to prepare concise, well-constructed oral and written communications and reports that convey complex planning topics to the public;
- Ability to work on several projects or issues simultaneously, deal with tight deadlines, and manage competing requests;
- Ability to work independently or on teams with department staff, other County staff, representatives from other agencies, and/or interested citizens;
- Good knowledge of group facilitation skills to gather public comment at meetings and a commitment to inclusive and equitable public outreach and engagement;
- Ability to manage 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 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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