

ENERGY AND SUSTAINABILITY OFFICER

Job Summary

Under general direction of the City Manager or designee, plans, directs, and oversees innovative, and sustainable projects, programs, and policies simultaneously. Addresses energy use, resource conservation, resiliency and provides recommendations regarding available energy saving measures and alternate energy sources. Builds cross-departmental and cross-agency teams to advance and complete various initiatives of the City.

Distinguishing Characteristics:

This is a single position classification that is part of the City's executive leadership team. Incumbent is an at-will employee, with no permanency rights. This position directly supervises all personnel assigned to energy, sustainability, and staff from related workgroups.

Essential Duties:

1. Oversees and administers the implementation of goals, objectives, policies, procedures, and priorities for the City.
2. Monitors, evaluates, and recommends changes to plans, policies, and procedures to achieve the goals and objectives of the City. Establishes benchmarks and methods for monitoring and reporting performance.
3. Keeps abreast of emerging trends, innovative practices, and changes to legislative and technical developments in the field of sustainability and the environment. Informs staff of changes and new developments and makes recommendations, as necessary.
4. Oversees and participates in the selection and management of consultants and contractors for activities and services that promote environmental, economic and social sustainability.
5. Coordinates and reviews federal, state, and local funding sources; writes grants and monitors grant-administered programs to ensure contract compliance.
6. Makes presentations to City staff, City Council, boards, commissions, professional groups, community organizations, and various regional, and state agencies.
7. Evaluates capital improvement project designs and design standards for energy impacts.
8. Oversees the development and administration of utility and program budgets, work plans, and forecasts. Monitors department expenditures and revenue and makes budgetary recommendations.
9. Coordinates sustainability and Innovation programs and projects. Serves as a resource for City departments and the public regarding sustainable City programs, events, and activities.
10. Establishes and maintains cooperative working relationships with local utility companies, local organizations, and various state and federal agencies to stay abreast of current trends.
11. Plan and direct project management activities for a variety of conservation and energy efficiency projects.
12. Selects, trains, supervises, and motivates professional and administrative staff. Assigns work activities, monitors workflow, and evaluates the work of staff. (Oversees, evaluates, and trains departmental staff for a variety of energy efficiency projects)
13. Performs related duties as required.

Education and/or Experience:

A Bachelor's degree from an accredited four-year college or university is required in Business Administration, Public Administration, Environmental Science, Economics, Urban Planning, or a related field, and six (6) years of experience in Sustainability/ Energy related programs. Must have a minimum of two (3) years of experience with a local municipality.

Knowledge of:

- Principles, practices, and techniques of public administration with an emphasis on sustainability programs and policy.
- Applicable federal, state, and local laws and regulations related to the environment and sustainability.
- Quantitative research and management analysis techniques. Budget development and administration.
- Research methods
- Project management methods and techniques.
- Concepts and principles of energy sustainability related to facilities and infrastructure.
- Energy fundamentals such as energy sources, utility distribution, and utility tariffs.
- Applicable federal, state, and local laws, codes and regulations.
- Basic budgeting practices and procedures.

Skill and Ability to:

- Ability to manage multiple priorities and projects.
- Ability to work on a team, build coalitions, and communicate effectively with a diverse community.
- Interpret and apply policies, rules, and regulations.
- Perform complex policy analysis and research.
- Prepare and present clear, concise, and comprehensive written and oral reports and recommendations.
- Work independently and collaboratively to resolve issues and reach consensus.
- Establish and maintain effective and cooperative working relationships with City employees, various businesses, community groups and agencies, and the general public.
- Conduct analytical, statistical, and financial research and make recommendations.
- Organize, analyze, and graphically represent data using technical software applications.
- Review documents and operational procedures; interpret, identify, explain and problem-solve issues and recommend corrective action.

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform work, which is primarily sedentary.

- May be required to use personal and/or City vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.
- May be required to respond to emergency situations.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require vision (which may be corrected) to read small print.