

**CITY OF XXX HUMAN RESOURCES DEPARTMENT
DRAFT POSITION DESCRIPTION**

DATE: 03-06

POSITION TITLE: Energy Sustainability Coordinator

CONTRACT: Management/Exempt

DEPARTMENT/DIVISION: City Manager/Office of Environmental Affairs

OVERALL JOB OBJECTIVE:

Under general supervision, to coordinate programs and reporting in support of the city's Greenhouse Gas (GHG) Emissions Reduction Program. Conduct research, analysis and public process to identify, develop and manage innovative and effective programs to improve the energy sustainability of the city organization and commercial and residential sectors. Monitor, measure and report program performance.

JOB EXPECTATION:

The Office of Environmental Affairs is committed to providing excellent customer service and our employees are expected to:

- Be effective communicators
- Provide leadership on environmental issues
- Act with a high level of integrity, and
- Be responsible and accountable for their works and actions.

DUTIES AND RESPONSIBILITIES:

1. Coordinates GHG reduction programs to achieve the city council goal to reduce GHG emissions from the residential and commercial sectors. This includes research, program planning and evaluation of projects and programs. Takes responsibility for implementation and outcomes, including cost-effectiveness, community equity, and tracking. Specific duties include:
 - Coordinates programs to improve energy efficiency and renewable energy use in the residential and commercial sectors.
 - Develops project or program budgets and work plans, evaluates program performance, and determines areas for program expansion.
 - Performs policy analysis, and helps draft potential GHG and energy policies.
 - Manages GHG program tracking: GHG inventory, program participation, and Chicago Climate Exchange reporting.
 - Develops and maintains partnerships with residential groups, business organizations, energy efficiency and renewable energy contractors, and local, state, and federal government agencies involved in energy efficiency and renewable energy.
 - Prepares plans, reports, memos and other materials to communicate GHG program strategies and results to City Council, Boards and community.
 - Researches, analyzes and reports technical information on programs implemented elsewhere to improve program offerings.
 - Develops and manages various contracts to implement city projects and programs.
 - Works with other team members for long-term program and strategic planning efforts for GHG and energy programs.
 - Works with interdepartmental staff and teams to reduce GHG emissions from city operations.

2. Coordinates education and outreach efforts related to GHG emissions reduction, energy efficiency and renewable energy programs. This includes the following:
 - Writes and edits materials including technical fact sheets, educational materials, news releases, correspondence, and presentation materials.
 - Coordinates development and maintenance of the GHG program web site.
 - Coordinates technical workshops and training seminars for the GHG program.
 - Represents the city at regional meetings, conferences and workshops.
 - Responds to requests for information, complaints, and suggestions.
 - Communicates GHG program information to city staff, businesses and community.
3. Contributes to other Environmental Affairs projects as needed.
4. Optimizes the use of resources, adheres to department and city policies and procedures.
5. Performs related duties as required to meet the needs of the city.
6. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials and equipment. Uses all required safety equipment.

Generally, duties and responsibilities are listed from most to least critical or time consuming.

The city of XXX is committed to hiring employees who provide excellent customer service; our employees communicate courteously and responsively and provide effective and efficient service to the public and co-workers.

CHAIN OF SUPERVISION:

(1) TITLE OF IMMEDIATE SUPERVISOR: Environmental Sustainability Coordinator

(2) NUMBER AND TITLE (S) OF POSITIONS OVER WHICH THIS POSITION HAS DIRECT SUPERVISION: N/A

MACHINE AND EQUIPMENT USED IN WORK INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: City vehicle, personal computer, telephone, photocopy machine and facsimile machine.

REQUIREMENTS:

Bachelor's degree in Environmental Sciences, Environmental Policy or Management. Three to five years related professional experience including development and implementation of energy efficiency and renewable energy programs. Knowledge and experience in environmental management, climate change, energy efficiency, renewable energy and environmental sustainability principles. Demonstrated ability to work independently with minimal supervision, to assume responsibility, to prioritize and resolve problems, to work under pressure, and to coordinate and manage complex projects. Excellent interpersonal skills, including the ability to maintain effective working relationships with business contacts, the general public, boards, consultants and with employees at all levels of the organization. Ability to research, analyze and synthesize complex information, develop and present recommendations and prepare concise written reports, correspondence and recommendations. Experience in research, policy development, and report writing. Ability and willingness to attend evening meetings. Experience with or knowledge of Microsoft Word, Access, Excel and PowerPoint.