

## **DIRECTOR OF SUSTAINABILITY**

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

An employee in this class is responsible for supervising and coordinating the implementation of effective sustainability programs in a municipality, including a city-wide energy management program and projects in the areas of environmental justice, food waste reduction, land use and transportation, outreach, water, urban agriculture and/or related fields. An employee in this class will be responsible for the management of the municipal street light utility. Work is reviewed by an administrative supervisor through conferences and review of reports. This position is under the general supervision of the Deputy Commissioner of Administrative Services. This position is responsible for the supervision of the Energy Manager.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Manages all phases of street light utility, this includes, but is not limited to tracking and managing outages, maintaining inventory, assisting with technical specifications for new installations, responding to constituent questions and concerns, and related tasks;
- Develops and is responsible for the implementation of a city-wide energy management program, including operations improvement, preventative maintenance procedures, processes to identify and implement energy savings, efficiency retrofit projects and information management to reduce energy use;
- Develops sustainability programs, including those related to energy issues, but also projects in the areas of environmental justice, food waste reduction, land use and transportation, outreach, water, urban agriculture and/or related fields;
- Manages the municipal street light utility.
- Collaborates across all City departments to ensure understanding of sustainability policies, including relevant initiatives and reporting requirements;
- Guides departments on implementation of sustainability policies, with an emphasis on emissions savings initiatives;
- Develops and manages the budget for the Office of Sustainability and develops and implements procedures to ensure fiscal accountability for energy consumption and investment of grant resources and City funds;
- Identifies grant opportunities and submits applications for funding;
- Oversees personnel, consultants, and/or contractors supporting efforts to develop and implement related sustainability projects and programs;
- Sets interim goals, develops measurements and metrics for city-wide sustainability initiatives and programs to track overall progress toward sustainability goals;
- Supports implementation and tracking (data review and management) of city-wide sustainability initiatives;
- Communicates information about the amount of energy consumed by City buildings and infrastructure, and identifies opportunities to invest in energy efficiency and renewable

- energy;
- Develops and implements strategies to optimize opportunities for collaboration with federal, state and local organizations;
- Participates in working groups with other cities and state agencies to collaborate and share best practices, case studies and challenges to implementation;
- Interfaces with and advises an all-volunteer Sustainability Advisory Committee and assists with their work where appropriate;
- Performs related work as required.

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

- Comprehensive knowledge of issues related to energy, sustainability and climate change;
- Good knowledge of energy efficiency, climate change issues and greenhouse gas emissions reduction efforts for buildings, transportation, and other emission sources;
- Ability to use Microsoft Office Suite and other software applications required to perform duties and responsibilities;
- Ability to communicate effectively, both verbally and in writing;
- Ability to present data, reports and recommendations clearly and concisely in written and oral form;
- Ability to direct and manage stakeholder involvement;
- Strong analytical skills;
- Tact;
- Patience;
- Initiative;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree (or higher) in Engineering, Business Management, Sustainability, Public Administration, Public Policy or a related field AND one (1) years 'experience in developing and implementing sustainability programs.