

## **SUSTAINABILITY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for overseeing and managing a Sustainability program, as part of the Rockland County Action Sustainability Strategy. The position will be responsible for developing and administering sustainability initiatives, policies, and programs and tracking and managing statewide certification programs. The work is performed under the general supervision of a Principal Planner and/or higher-level administrator and supervision is provided to others involved with sustainability activities. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Implements and oversees the County's Sustainability Program by developing goals, actions, strategies and provides leadership for the County's participation and involvement in federal and New York State sustainability programs such as the Climate Smart Communities (CSC) and Clean Energy Communities (CEC) programs;
- Coordinates with County departments to implement, collect and submit documentation required to achieve CSC certification and CEC designation;
- Reviews and updates the County Sustainability Action Strategy in order to track and evaluate progress, provides recommendations and determine next steps;
- Coordinates the preparation of a Greenhouse Gas (GHG) Inventory and a Climate Action Plan (CAP), regularly reviews and updates the CAP;
- Assists in the creation of a (CSC) Task Force by organizing and helping to facilitate Task Force meetings to discuss progress, provide recommendations and strategies, prepares agendas and meeting minutes;
- Develops, drafts, and recommends regulatory action, policies and procedures related to sustainability initiatives;
- Identifies grant funding opportunities, completes and submits grant applications, administers and manages grants needed to implement sustainability programs;
- Assists in the creation and maintenance of a sustainability web page on the County's website page and assists with providing information via social media platforms;
- Consults with and educates members of advisory boards, legislative bodies, and public officials on climate and sustainability planning projects;
- Prepares timely responses to requests for information from the public, advisory board members, committees, and appointed and elected government officials;
- Develops and participates in studies involving research, investigation, and analysis of sustainability initiatives, including but not limited to, energy and water conservation, renewable energy, greenhouse gas emissions reduction, land use and smart growth, transportation, materials management, impacts of climate change on underserved and vulnerable populations, climate adaptation and resiliency planning, etc.;
- Acts as project manager for sustainability initiatives by consulting with County departments as well as New York State agencies, local technical advisors, and consultants regarding the development and implementation of sustainability strategies which include but are not limited to policy development, new equipment, infrastructure upgrades, trainings, and educational sessions;
- Ensures consultants hired by the County for sustainability initiatives meet the terms of the contract that pertain to sustainability;
- Supervises and directs staff involved in sustainability activities;
- Prepares a variety of reports;

(over)

May participate in other County planning efforts (i.e., Comprehensive Plan, Multi-jurisdictional Hazard Mitigation Plan, Corridor Studies, Water Conservation Plan, Economic Development Plans, Housing Plans) to ensure coordination with the County Sustainability Program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of sustainability initiatives related to climate change, energy conservation, renewable energy systems, and greenhouse gas emissions; good knowledge of grant funding sources and grant application processes; ability to conduct research studies, as they relate to sustainability; ability to supervise the work of others; ability to analyze, compile and present information; ability to educate and interact with others; ability to prepare written reports; ability to understand and interpret complex written material; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative and effective relations with others including the general public, government officials, committee members, etc.; ability to use computer software and applications in the completion of assignments.

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree in Sustainability, Planning (e.g., Urban, Regional, Community, Environmental), Environmental Science/Studies or Engineering, Biology, Ecology, Natural Resources, Geography, Public Administration or comparable curriculum and four (4) years of professional experience in the development or implementation of sustainability initiatives such as climate change, energy conservation, energy management, renewable energy, greenhouse gas emissions, natural or water resources, comprehensive planning\*, transportation\*, or related initiatives; or
2. A Master's degree in Sustainability, Planning (e.g., Urban, Regional, Community, Environmental), Environmental Science/Studies or Engineering, Biology, Ecology, Natural Resources, Geography, Public Administration, or comparable curriculum and two (2) years of professional experience in the development or implementation of sustainability initiatives such as climate change, energy conservation, energy management, renewable energy, greenhouse gas emissions, natural or water resources, comprehensive planning\*, transportation\*, or related initiatives.

\*Examples of planning and transportation experience should include activities related to the incorporation of sustainability and climate change impacts.