

**DISTINGUISHING FEATURES OF THE CLASS:** This position is an advanced professional, managerial position performing a wide range of duties responsible for developing and administering sustainability initiatives, policies, projects and programs. This office is responsible for evaluation and analysis activities pertaining to services or programs related to energy conservation, renewable energy systems, climate change and greenhouse gas emissions. Incumbent is responsible for direct supervision of the staff in the Office of Sustainable Energy. Work is performed under general supervision of the County Manager or his/her designee with considerable leeway for independently carrying out the requirements of the position.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops, leads and participates in studies involving research, investigation and analysis of physical, economic and environmental factors related to sustainable initiatives including, but not limited to, energy conservation, renewable energy, greenhouse gas emission reduction and adaptive measures for potential climate change;

Develops, drafts and recommends regulatory action, policies and procedures related to sustainability initiatives;

Assists in preparation of annual greenhouse gas inventory for local government and community at large;

Prepares reports and memoranda including statistical analyses, maps, tables etc. with emphasis on sustainable initiatives;

Prepares grant applications from federal, state and foundation sources that relate to sustainable initiatives and coordinates efforts with other divisions and departments;

Coordinates efforts with community partners, makes recommendations and assists in the development and implementation of sustainable initiatives;

Coordinates efforts with local and regional economic development partners to identify opportunities to incorporate climate protection, sustainability and environmental goods and service industries into local economic development plans;

Assembles and disseminates materials to promote local government commitment to reducing energy use, saving tax dollars and adapting to changing conditions;

Designs, implements, compiles and analyzes community surveys related to energy conservation, renewable energy, greenhouse gas emissions, climate change or other topics related to office projects;

Leads sustainable initiative studies, projects and programs as assigned;

Prepares a variety of maps, charts, advertisements and other graphics required in support of projects being performed;

Supervises subordinate staff;

Use personal computer to analyze data and statistics;

Performs miscellaneous office work and maintains records of office activities;

Performs other duties as required.

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

Good knowledge related to energy conservation, renewable energy systems, climate change, greenhouse gas emissions; good knowledge of grant funding sources and grant application processes; good interpersonal skills as individual will be representing County in public meetings and forums; ability to present reports in a clear and professional manner; good time management skills; ability to analyze and compile data for reports; ability to work independently; ability to effectively utilize a personal computer and working knowledge of Microsoft Office (particularly Word, Excel and PowerPoint); good writing skills for drafting of reports and grant applications.

MINIMUM QUALIFICATIONS:

Graduation from a recognized or regionally accredited college or university with a Bachelor's Degree with specialization in Biology, Ecology, Environmental Science or related field and at least 5 years of experience working with government or not for profit entity on development and implementation of sustainable initiatives including energy conservation, renewable energy, climate action planning, greenhouse gas emissions inventory and/or related initiatives.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 1/23/2017  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/30/2023  
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