

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: January 19, 2012

Division: County Administrator

Bulk Item: Yes No

Department: County Administrator

Staff Contact /Phone #: Roman Gastesi/4441

AGENDA ITEM WORDING:

Approval to advertise a Sustainability Program Manager position to report directly under the County Administrator.

ITEM BACKGROUND:

As one of the 2012 BOCC initiatives, this position is to implement the Energy Efficiency & Conservation Strategy/Sustainability initiative. The position will develop a Sustainability Business Plan and coordinate energy management activities throughout the County. It will also be responsible for seeking, applying for and managing energy grants.

PREVIOUS RELEVANT BOCC ACTION:

The 2012 BOCC Initiatives was introduced to the BOCC at their December 14, 2011 meeting. One of the initiatives is Energy Efficiency & Conservation Strategy/Sustainability.

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

Approval of a new full-time equivalent (FTE) position as stated above.

TOTAL COST: Pay Grade 12 **INDIRECT COST:** _____ **BUDGETED:** Yes No
\$58,920 - \$73,651 + approx. \$24,000/benefits

DIFFERENTIAL OF LOCAL PREFERENCE: _____

COST TO COUNTY: Same as above **SOURCE OF FUNDS:** Ad Valorem

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** _____ **Year** _____

APPROVED BY: County Atty _____ OMB/Purchasing _____ Risk Management _____

DOCUMENTATION: Included Not Required _____

DISPOSITION: _____

AGENDA ITEM # _____

MONROE COUNTY JOB DESCRIPTION

Position Title: Sustainability Program Manager

Date: January 5, 2012

Position Level: 12

FLSA Status: Non-Exempt

Class Code:

GENERAL DESCRIPTION

The Sustainability Program Manager will carry out highly responsible work in planning, developing, coordinating and directing the complex activities of the County's sustainability efforts, including implementation of the County's Energy Efficiency and Conservation Strategy. The Program Manager will plan, direct and coordinate diversified operations in the provision of sustainable initiatives for Monroe County, manage and oversee energy-related grant activities, and be responsible for tasks related to ensuring programmatic and financial compliance of the program.

Essential job functions include the development of sustainability policy formulation, energy management and reduction initiatives, alternative energy and fuel source options, green purchasing policy guidance and sustainable capital development processes. Functions also include applying for and managing energy grant contracts and budgets, ensuring compliance with grant regulations, coordinating documentation and grant compliance for municipalities, contractors, and service providers.

KEY RESPONSIBILITIES

1. Identify, review and assess the county's current sustainability services and programs within county divisions. Evaluate programs for best practices, duplications or overlapping programs within the divisions. Assess current sustainability goals and strategies to bring greater coordination of services countywide.
2. Develop and implement a Sustainability Business Plan, coordinating energy management activities across county divisions, that moves the county towards the next step(s) of a more environmentally sustainable future. Streamline identified opportunities for improvement.
3. Develop an Energy Management Plan for the County. Coordinate energy management activities across County departments/divisions. Serves as Lead for the County's Energy Task Force Team. In collaboration with divisions, will evaluate, enhance, and develop metric systems that monitor and assess progress towards achieving performance goals at all appropriate organizational levels.
4. Perform complex forecasting and cost/benefit analysis to enable executive county leadership to make informed decisions that focus on optimizing environmental impacts of sustainability program initiatives.
5. Create a culture of sustainability awareness in the workforce and strengthen interdepartmental relationships, partnerships and joint investment opportunities; coordinates efforts with Monroe County's *Climate Change Advisory Committee*, the *Energy Task force team* and related working groups.
6. Participates in climate change adaptation and mitigation issues; serves as member on the *Four-County Compact Climate Leadership Team*.
7. Monitors water management conservation and outreach efforts.
8. Collaborates and works directly with local, state and federal governments, business, non-profits and community organizations to support and enhance sustainability and sustainable practices.

9. Monitors federal and state legislation and mandates in order to develop the County's position and develop recommendations; works with state and federal partners to develop and promote legislative measures to support and enhance sustainability and sustainable practices which may include the acquisition of funding for demonstration projects within the County.
10. Coordinate in developing ways to educate the workforce on tools already available such as energy performance contracts with Public Works value engineering, and other green design and management tools.
11. Develops Sustainability web pages that are a comprehensive source of information on all County green initiatives; develops energy education initiatives.
12. Coordinate with Public Works in development and implementation of departmental tracking mechanisms for energy, fuel, water, materials consumption and sustainability measures for existing buildings/facilities and capital improvement projects. Assists Public Works in implementing the Energy Star portfolio manager tracking for all applicable county facilities.
13. Coordinates with Procurement to develop recommendations for sustainable procurement practices for both construction and goods and services.
14. Monitors waste management reduction and recycling increase efforts.
15. Manage and oversee the Monroe County energy grant initiatives. Continuously monitor project effectiveness (including quantifying deliverables as promised in grant application, such as energy efficiencies, forecasted savings, etc.), track program progress and ensure milestones are met on schedule, and ensure the timely and accurate completion of required grant programmatic and financial reporting.
16. Develop, maintain, and use spreadsheets to record financial data, manage budgets, and generate reports and projections to fully utilize, but not overspend, funds. Ensure that only allowable expenses are posted to proper cost center, grant task, etc. and reconcile finance records. Prepare requests for payment, monthly, quarterly and annual reports, as well as closeout documents. Produce budget documents for all grant activities in conjunction with management in accordance with applicable rules and in line with available funds.
17. Coordinate the development of sustainable initiatives beyond those in the EECBG grant and prepare/develop grant applications to fund those initiatives. This will require working with the public, advisory and community groups, and representatives from other municipalities.
18. Monroe County may require additional duties; necessary for the success of the program, other than those listed herein this document.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: Sustainability Program Manager

Class Code:

Position Level: 12

KEY JOB REQUIREMENTS

Education: A Bachelor's Degree from an accredited four year college or university is required with major coursework in Business Administration, Public Administration, Environmental Management, Environmental Science, Environmental Engineering, Urban Planning, Architecture, or another job related field and four (4) years of sustainability related experience. Four (4) years of managerial experience is required. A Master's degree is preferred and may substitute for 2 years of sustainability related experience.

Experience: The Ideal Candidate will:

- Possess a minimum of 4 years of sustainability related experience, plus a minimum of 4 years in any managerial capacity. The successful candidate will be an innovative individual who identifies the tools and resources needed to stay current in the field. He/she will need to demonstrate superior project management skills and have the ability to effectively develop and define a sustainability plan for the County.
- Be a master collaborator who will work effectively in relationship building and garner trust with departments to ensure that the County's sustainable short and long term goals, and strategic plan meet and exceed the County's goals of becoming a sustainable County without compromising the quality of life for future generations.
- Possess advanced oral and written communication skills as well as a strong ability to educate, persuade and mobilize resources. He/she must have the ability to influence at all levels and functions in order to make sustainability a priority and inspire people into action. He/she must be able to adhere to the highest ethical and moral standards and be able to display transparency.
- Possess high-level planning, budget and financial management experience in a high performance management organization. He/she must be financially astute and be able to understand and communicate the long and short-term benefits of sustainability efforts into cost savings. He/she should be able to establish meaningful performance metrics to track and measure success. The ideal candidate will need to have an understanding of sustainable technology as it relates to energy, waste, carbon emissions, green building and other areas.
- Be passionate and understand current concepts of conservation and sustainable development including green purchasing, energy conservation, solid waste recycling, green building, resource and water conservation, green house gas reduction, renewable resources, government funding opportunities, and environmental reporting metrics.
- Demonstrate strong leadership and innovative thinking in the development of exemplary policies and programs that promote an environmentally sustainable future without compromising the ability of future generations to meet their needs.
- Be a highly approachable leader, who can openly accept and work effectively in a climate of interaction, communicating up and down the organization. Must display a willingness to work collaboratively with business, organizations, institutions and residents to develop solutions and implement action plans to address the challenges and opportunities inherent in the relationship between the environment and the economy

<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied; requires the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed. Required problem-solving involved identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly complex: Supervision is present to review established department and/or divisional objectives. Independent judgement is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts with persons of importance and influence involving considerable tact, descrtion and persuasion, and managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervisig multiple functions, with full responsibility for effective operations and results.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Normal office situation/works alone or closely with others/typically sitting at a desk or table/intermittently sitting, standing, stooping/driving/light lifting or carrying 25 lbs. or less/requires good hearing/requires good near or distant vision.
<i>On Call Requirements:</i>	On call pending reporting/deadline requirements.
<i>Other:</i>	Experience may substitute for educational requirement. Requires computer experience in spreadsheets including Excel and Powerpoint.

APPROVALS

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____