

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 01/15/20
Revised: 04/05/23

DIRECTOR OF SUSTAINABILITY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position responsible for organizing and coordinating the City's sustainability and climate justice goals, programs and initiatives. The Director of Sustainability is the central point person responsible for overseeing the City's Climate Action Plan and energy sustainability initiatives. The incumbent identifies and coordinates interdepartmental efforts to identify, plan, finance, and implement strategies to reduce greenhouse gas consumption and emissions, and benchmarks progress towards the City's carbon neutrality goals. The Director of Sustainability serves as the City's lead advisor on energy sustainability issues and collaborates with department heads, local governments, state agencies, and public interest groups to achieve the goals outlined in the City's Green New Deal. Knowledge of sustainability topics such as climate change and adaptation, greenhouse gas emissions, transportation alternatives, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors is essential. The incumbent must also have a deep commitment to environmental justice and for advancing social equity through environmental stewardship, public health, and sustainable urban development. The Director of Sustainability must be a champion for equity and sustainability and must be able to highlight these as core institutional values and considered in every decision made by the City. The work is performed under the general direction of the Director of Planning and Development, in accordance with established City goals, with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Orchestrates and supervises the implementation of the City's sustainability and climate justice goals, programs and initiatives;
- Leads the development of a Climate Action Plan for City government operations and for the community as a whole;
- Identifies and develops programs to reduce vehicle miles traveled and make the transportation system in the community more energy efficient, including supporting departmental compliance with the City's Policy for Green Fleets;
- Identifies, evaluates, and seeks resources for, and implements measures and strategies to lower GHG emissions, increase energy efficiency, reduce energy consumption, and expand use of renewable energy in City operations, including the development of applications for funding to advance the City's climate change and energy sustainability initiatives;
- Coordinates interdepartmental efforts to implement the goals of the City's Green New Deal and the City's Climate Action Plan, including the implementation of departmental energy plans and other measures to reduce Green House Gas emissions, energy consumption and energy costs;
- Identifies and sets priorities for actions based on short term solutions where the City can make the most immediate gains, and develops a long-term timeline identifying strategies for actions, including a capital program that will help the City advance its goals for carbon neutrality by 2030;
- Develops policy proposals in identified priority areas, such as amendments to the Municipal Code to support energy conservation, renewable energy and other green building code requirements and incentives, green purchasing polices for City operations, etc.;
- Supervises, trains, develops and evaluates subordinate personnel;

Typical Work Activities – continued

Analyzes staffing needs for sustainability initiatives and makes recommendations; delegates work to professional staff as appropriate; coordinates appropriate training for energy-related job duties; engages external consultants and interns as needed to accomplish identified tasks in the City's Green New Deal;

Creates and implements training programs for City staff, volunteer boards and commissions, and elected officials in the implementation of green building codes and related sustainability initiatives;

Supervises the collection of data to update the City's Greenhouse Gas Inventory;

Leads the creation and implementation of a Green Building Policy for existing buildings;

Drafts updates and revisions to the Local Action Plan and similar City policies and documents for consideration by Common Council;

Advocates and facilitates community-wide energy reduction strategies, programs and projects;

Represents the City on sustainability and energy efficiency matters at area and regional meetings;

Coordinates and monitors the City's energy performance contract(s);

Prepares reports on operations and activities; recommends improvements and modifications;

Prepares periodic status reports and special budgetary, narrative and statistical reports as appropriate;

Supervises the preparation of applications for federal, state and other grants and represents the City in negotiations with granting agencies;

Attends and participates in Board, Council and Committee meetings as needed as the City representative on energy and social justice projects, grants and other related projects and programs;

Consults, coordinates and collaborates with the other divisions of the department, other City departments, elected officials, other units of government and other City organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, techniques and terminology involved in climate change and global environmental sustainability initiatives, such as adaptation, greenhouse gas emissions, energy efficiency and renewable energy technologies, transportation alternatives, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors; thorough knowledge of best practices in green technology and building construction, mechanical systems, energy, lighting and similar sustainability initiatives; working knowledge of current methods for collecting, analyzing and interpreting statistical data; working knowledge of research methods and techniques; strong interpersonal, written and oral communication skills; ability to make professional judgments requiring advanced technical knowledge and skills; ability to gather, interpret and analyze statistical data; ability to design and evaluate the effectiveness of energy reduction and GHG emission reduction programs; ability to communicate ideas and interact effectively with community groups and others; ability to prepare clear and accurate reports and to make oral and written presentations of ideas; ability to plan and supervise the work of others; ability to manage relationships among elected officials, municipal staff, volunteers, and the general public; ability to energize the community around finding solutions to the climate emergency; ability to successfully work with and serve a diverse local community; a deep commitment to environmental justice and to advancing social equity through environmental stewardship, public health, and sustainable urban development; physical condition commensurate with the demands of position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's Degree in engineering, architecture, environmental science, business management, public administration, urban and regional planning or a related field with similar course curriculum and five (5) years full-time paid professional experience, or its part-time paid professional equivalent; or
- B. Possession of a Bachelor's Degree in engineering, architecture, environmental science, business management, public administration, urban and regional planning or a related field with similar course curriculum and seven (7) years full-time paid professional experience, or its part-time paid professional equivalent; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: College degrees 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 and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.