

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 01/19/22  
Revised: 02/23/22, 09/07/22

## **SUSTAINABILITY PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This professional level position is responsible for the development, implementation and management of sustainability planning projects with special focus on the implementation of the Ithaca Green New Deal (IGND), which aims to achieve a City-wide equitable transition to carbon neutrality. The Sustainability Planner will work across departmental boundaries as either a project manager or support staff to plan and execute sustainability programs, including strategies to reduce carbon emissions and energy intensity, maximize energy efficiency and promote energy conservation, and promote environmental and social justice. The work involves multifaceted research and analysis, community outreach, providing technical advice to municipal officials, and preparing and administering grants. The work is performed under the general supervision of the Director of Sustainability with considerable latitude allowed for the exercise of independent professional judgment in the performance of the work. Supervision may be exercised over interns engaged in sustainability projects. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Leads and supervises the implementation of sustainability programs related to climate change impacts mitigation, adaptation and resilience, as well as environmental sustainability;  
Leads the City of Ithaca's greenhouse gas inventory and energy performance assessment;  
Assists with the development of the City of Ithaca's Climate Action Plan, Climate Adaptation and Resilience Plan, as well as with the definition of goals, targets and mitigation strategies;  
Researches and prepares grant applications related to the Ithaca Green New Deal (IGND); administers grants that are received;  
Defines and identifies investment opportunities related to the Ithaca Green New Deal (IGND);  
Designs and supervises the implementation of education and community engagement activities, as well as the development and execution of a communications strategy for the Ithaca Green New Deal (IGND);  
Coordinates the development and distribution of collateral material for internal and external use, including PowerPoint presentations, reports, proposals, brochures, flyers and digital media;  
Manages the sustainability internship program, including the recruitment, orientation, onboarding, definition of objectives, and supervision of interns;  
Analyzes, interprets and evaluates complex written information and data related to climate change and environmental sustainability;  
Participates in meetings with legislative bodies, public officials, and community groups to advise them on sustainability planning issues and projects.

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

Thorough knowledge of the concepts, principles, methods and techniques used in sustainability planning; thorough knowledge of the concepts, principles, practices, methods and techniques related to greenhouse gas mitigation and energy sustainability issues; thorough knowledge of sustainability issues related to the economy, society and the environment; good knowledge of planning strategies and comprehensive planning; good knowledge of research methods and techniques; good knowledge of best practices in climate technology and sustainability; skill in the use of computer software for word processing, spreadsheet, e-mail, presentation graphics for developing statistical analyses and preparing presentation materials, and utility or energy data systems; ability to understand, interpret and analyze complex written material and quantitative data; ability to work collaboratively and think

**Full Performance Knowledges, Skills, Abilities, Personal Characteristics – continued:**

analytically and creatively to achieve results; ability to communicate ideas and work effectively across departments, disciplines, municipal boundaries, with community groups and a diverse community; ability to work independently and be self-supporting; ability to prepare complex written reports; ability to communicate clearly and concisely, both orally and in writing; ability to understand complex oral and written directions; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Master's degree in Planning, Environmental Science, Engineering, Architecture, Public Administration, Business Management or a closely related field with similar course curriculum, or
- B. Possession of a Bachelor's degree in Planning, Environmental Science, Engineering, Architecture, Public Administration, Business Management or a closely related field with similar course curriculum, and two (2) years of full-time paid professional experience, or its part-time paid equivalent, planning and executing sustainability programs; 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.