

Grade 76

**BUNCOMBE COUNTY****SUSTAINABILITY OFFICER****GENERAL STATEMENT OF DUTIES**

Performs responsible professional and administrative work organizing and coordinating environmental sustainability efforts in Buncombe County

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class provides vision and leadership in the development and implementation of Energy Management and develops criteria, policies and procedures for multiple initiatives and programs.

**ILLUSTRATIVE EXAMPLES OF WORK****ESSENTIAL JOB FUNCTIONS**

Identify and coordinate strategies for Buncombe County to achieve its carbon emissions reduction goal on schedule with focus on the most timely and cost-effective solutions.

Acts as a team leader working with County departments to develop sustainability initiatives and assess cost effectiveness, technical feasibility and implementation methods.

Build effective partnerships with external organizations, both public and private, to support and achieve broad community sustainability efforts.

Serves as the internal leader for sustainability efforts in County Departments; monitors progress in greenhouse gas emission reduction, energy use reduction and other sustainability measures; provides regular updates to the County Manager and Board of Commissioners.

Research and recommend clean energy and sustainability initiatives and best practices to County Management and the Board of Commissioners. Implement and support those which are adopted by Buncombe County.

Produces annual progress reports and plan updates; develops and updates timelines and milestones to guide project implementation; tracks and reports relevant data; maintains a working knowledge of renewable energy options and potential funding sources; develops a registry of sustainability programs.

Grade 76

Evaluates annual performance targets and reports on the Buncombe County's progress on meeting mandated goals.

Applies for and manages grants to support the implementation of sustainability programs.

Assist in analyzing cost-effective solutions to achieve Energy Innovation Task Force goals.

Work with the County's designated representative on the Energy Innovation Task Force.

#### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to process and use complicated workplace data and graphics; summarize, compare and identify trends between and among detailed forms, graphs, tables diagrams, maps etc.
- Ability to conduct advanced research on organizational policies and procedures, best practices and innovative techniques.
- Ability to compile data into a technical report and effectively disseminate information.
- Ability to think creatively for the primary purpose of increasing efficiency and effectiveness.
- Excellent communication skills: written, verbal and presentation skills
- Ability to work independently with limited supervision
- Ability to bring resources together to resolve a problem or provide a solution
- Ability to analyze and interpret policy and procedural guidelines and apply this understanding to tasks.
- Ability to develop and maintain working relationships as required by work assignments

#### **DESIRABLE EXPERIENCE AND TRAINING**

Bachelor's degree in Environmental Science, Public Administration or related field with three to five years of experience in environmental sciences/sustainability, including experience with sustainability or energy planning and program implementation or an equivalent combination of experience and training.