SUSTAINABILITY PLANNER - TOWN OF ITHACA  
Tompkins County

Department: Town of Ithaca  
Classification: Competitive  
Approved: 0  
Revised: 05/12  
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State college or university with a Master’s degree in planning, public administration, environmental studies, natural resources or a field closely related to sustainability AND two (2) years of professional work experience involving the development and implementation of sustainability programs and policies; OR

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree or higher in planning, public administration, environmental studies, natural resources or a field closely related to sustainability AND three (3) years of professional work experience involving the development and implementation of sustainability programs and policies; OR

(c) Professional Designation such as Certified Sustainability Development Professional, Certified Carbon Reduction Manager or Leader in Energy and Environmental Design designation AND one (1) year of professional experience involving the development and implementation of sustainability programs and policies; OR

(d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT: Possession of valid New York State driver’s license within 30 days of appointment and maintain it throughout appointment. Reliable transportation is required as incumbent will be working in both Ithaca and Dryden.

ADDITIONAL INFORMATION: Incumbent will be working 20 hours per week for Dryden and 20 hours per week for Ithaca with offices in both locations. The employer of record for pay and benefits will be the Town of Ithaca. This position is a two year grant funded position, with full time level benefits.

DISTINGUISHING FEATURES OF THE CLASS:

This professional level position is responsible for the performance of a variety of sustainability planning assignments for the Town of Ithaca and Town of Dryden. This position will work across departmental boundaries to plan and execute initiatives to address climate change issues, energy consumption reduction and community sustainability in the towns. This position serves as the town’s lead advisor on sustainability issues and involves frequent interaction with elected officials, the community and other town officials. The work is performed under the general guidance of the Ithaca Town Supervisor/ Dryden Town Environmental Planner. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

For the Town of Dryden:

Access and evaluate baseline energy conditions in Ithaca and town’s facilities and operations; Recommend quantifiable greenhouse gas emission targets for 2015 and beyond; Recommend renewable energy options for town operations; Create a systematic approach for measuring success across all departments and programs in the town; Create a policy and decision evaluation tool for all decisions made by the town;

For the Town of Ithaca:
Access and evaluate baseline energy conditions in Ithaca and town’s facilities and operations; Recommend quantifiable green house gas emission targets for 2015 and beyond; Create and recommend goals for reducing energy demand for town buildings, infrastructure and vehicles; Recommend renewable energy options for town operations; Recommend recycling strategies with town facilities and among residents; Recommend climate protection strategies through land use planning;

Create a plan of options for a green economy;

Assist and participate with an evolving process to integrate accepted recommendations into the comprehensive plan and zoning requirements, keeping in mind changing research and strategies and the results in other municipalities;

Overall:

Develop and help to implement sustainability recommendations and goals; Meet with and explain to organizations and the public about activities, projects, regulations and standards dealing with sustainability programs; Participate in studies involving research, investigation and analysis of sustainability and prepare and present reports; Perform a variety of research work relating to sustainability planning, including the collection and analysis of various data; Participate in meeting with municipal boards, legislative bodies, and other public officials to advise them on sustainability matters and make recommendations; Coordinate activities such as preparation of materials for meetings, planning and preparation of educational activities, and public relations; Provide assistance to municipalities in preparing comprehensive plans and land use control regulations; Facilitate intra-departmental and inter-departmental coordination to support town sustainability efforts; Perform miscellaneous office work or other work assigned, and maintain records of activities;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of concepts, principles, practices, methods and techniques of climate change and energy sustainability issues; Good knowledge of sustainability issues related to the economy, society and the environment; Working knowledge of planning strategies and comprehensive planning; Working knowledge of basic research methods and techniques; Working knowledge of best practices in “green” technology and building construction, mechanical systems, energy, lighting and sustainability programs; Working knowledge 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 work collaboratively, thinking 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 exercise initiative and resourcefulness; integrity, discretion and sound judgement; The employee’s physical condition shall be commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES:

For the Town of Dryden:

Access and evaluate baseline energy conditions in Ithaca and town’s facilities and operations; Recommend quantifiable green house gas emission targets for 2015 and beyond; Recommend renewable energy options for town operations; Create a systematic approach for measuring success across all departments and programs in the town; Create a policy and decision evaluation tool for all decisions made by the town;

For the Town of Ithaca:

Access and evaluate baseline energy conditions in Ithaca and town’s facilities and operations; Recommend quantifiable green house gas emission targets for 2015 and beyond; Create and recommend goals for reducing energy demand for town buildings, infrastructure and vehicles; Recommend renewable energy options for town operations; Recommend recycling strategies with town facilities and among residents; Recommend climate protection strategies through land use planning; Create a plan of options for a green economy; Assist and participate with an evolving process to integrate accepted recommendations into the comprehensive plan and zoning requirements, keeping in mind changing research and strategies and the results in other municipalities;

Overall:
Develop and help to implement sustainability recommendations and goals;
Meet with and explain to organizations and the public about activities, projects, regulations and standards dealing with sustainability programs;
Participate in studies involving research, investigation and analysis of sustainability and prepare and present reports;
Perform a variety of research work relating to sustainability planning, including the collection and analysis of various data;
Participate in meeting with municipal boards, legislative bodies, and other public officials to advise them on sustainability matters and make recommendations;
Coordinate activities such as preparation of materials for meetings, planning and preparation of educational activities, and public relations;
Provide assistance to municipalities in preparing comprehensive plans and land use control regulations;
Facilitate intra-departmental and inter-departmental coordination to support town sustainability efforts;
Perform miscellaneous office work or other work assigned, and maintain records of activities;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of concepts, principles, practices, methods and techniques of climate change and energy sustainability issues;
Good knowledge of sustainability issues related to the economy, society and the environment;
Working knowledge of planning strategies and comprehensive planning;
Working knowledge of basic research methods and techniques;
Working knowledge of best practices in “green” technology and building construction, mechanical systems, energy, lighting and sustainability programs;
Working knowledge 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 work collaboratively, thinking 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 exercise initiative and resourcefulness; integrity, discretion and sound judgement;
The employee's physical condition shall be commensurate with the demands of the position.

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