

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Chief Sustainability Officer

SALARY: Hire rate: \$33.73/hour; Working rate (after 9 months): \$36.63/hour

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 03/11/21

THE FINAL DATE TO FILE APPLICATIONS: 04/11/21

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 04/12/21

RESIDENCY WAIVED

Tompkins County is recruiting to fill its newly created Chief Sustainability Officer position. Come work in a place where sustainability planning is turned into real-life actions and programs. Tompkins County has a long history of leading in the realms of sustainability and mitigating the impacts of climate change and has achieved the highest level of NYS Climate Smart Communities Certification. With an engaged citizenry, supportive elected officials, motivated colleagues and community partners and dedicated green capital funding, all the pieces are in place to implement cutting-edge initiatives to reduce the use of fossil fuels and create a model sustainable government.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree **AND** five (5) years of professional experience working to reduce greenhouse gas emissions in buildings and transportation, including analyzing and implementing improvements to building energy systems and fleets, installing/procuring renewable energy, conducting organizational climate action planning, encouraging energy conservation by employees, and/or related initiatives, or its part-time paid professional equivalent; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** seven (7) years of professional experience working to reduce greenhouse gas emissions in buildings and transportation, including analyzing and implementing improvements to building energy systems and fleets, installing/procuring renewable energy, conducting organizational climate action planning, encouraging energy conservation by employees, and/or related initiatives, or its part-time paid professional equivalent; **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b), above.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a senior position responsible for leading and overseeing the overall execution and efficacy of the “Internal Focus” component of the County’s Energy Strategy and the pursuit of a financially sound path to netâ’ zero emissions in County operations. The position will manage implementation of the County’s Capital Program investments to support this net-zero goal. This position will focus on reducing emissions in the County’s fleet and facilities; managing and monitoring current energy use and energy records; working with County employees to reduce greenhouse gas emissions from employee commutes; and using and updating government operations greenhouse gas emissions and energy use data to inform progress and assist in decisionâ’ making. The position will also identify and lead pursuit of relevant grant funding opportunities while serving as the primary contact for information regarding County sustainability initiatives. This position will interact with both County staff and elected leadership, technical consultants and community members. The work will be performed with allowances for a high degree of independent judgment and autonomy in executing assigned tasks. Supervision may be required over professional staff including planners, as well as student interns, consultants, and support staff on a specific project or programmatic basis. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Leads the County’s internally-focused efforts to implement its Energy Strategy, including related Capital Program investments in its fleet and facilities;
- Provides expert guidance and support to County leadership and staff in the reduction of greenhouse gas emissions from County operations and in implementing, evaluating, and improving County sustainability initiatives (ex. energy use and conservation, recycling, pollution reduction, building and facility design, fleet management, employee training, etc.);
- Develops, draft, and recommends policies and procedures related to County sustainability initiatives, and assesses and analyzes existing policies and procedures to identify improvements that would better align them with the County’s sustainability commitments;
- Conducts research and prepares reports and memoranda, including analyses, tables etc., with emphasis on sustainable initiatives and their costs and monetary savings as well as greenhouse gas emission and related environmental benefits;
- Implements the County’s Fleet Management Framework to advance the County’s Green Fleet Program and its replacement of fossil fuel vehicles with electric alternatives where viable;
- Assists departments with selecting and purchasing recommended plug-in electric vehicles (PEVs) replacements and related charging infrastructure installations;
- Works with Highway and other County departments to collect, monitor, and evaluate vehicle data, including seeking opportunities to further right-size the County vehicle fleet;
- Works with Facilities and other County departments to collect, monitor, and evaluate facility energy use data, including work with on-site energy management consultants, Flex Tech energy study consultants, and energy providers;
- Tracks County sustainability efforts across departments and provides a central repository of this information as well as for County energy records and energy efficiency improvements;
- Communicates government operations-related sustainability activities and results to the Legislature, advisory boards, committees, and other interested parties;
- Undertakes certifications and reporting that recognizes and supports County sustainability initiatives;
- Seeks out grant opportunities and manages the preparation of grant applications to ensure adequacy and timeliness;
- Implements grant-funded activities and manages grant funds and contracts;
- Conducts analytical reports and studies in support of County sustainability goals;
- Participates in studies with other groups in the County, providing data and other resources as appropriate;
- Assists in directing the work activities and program accomplishments of interns, department technicians, and consultants, as assigned;
- Attends and, in turn, organizes periodic meetings;
- Attends external training programs, as needed;
- Performs other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Ability to demonstrate initiative as a self-starter exercising high autonomy and independent as well as critical thinking in order to provide informed recommendations for advancing County sustainability goals;
- Excellent project management skills with strong organizational abilities and attention to detail;
- Strong research skills, data collection and analysis skills, and creative problem-solving skills;
- Knowledge of concepts, trends, regulations, and current best practices related to measuring and reducing greenhouse gas emissions from an organization such as a county government, particularly with regard to its fleet, facilities, and employee behavior;
- Experience and a working understanding of the effective methods of reducing greenhouse gas emissions and improving the energy efficiency and sustainability of an organization’s operations;

- Excellent written and verbal communication skills to work effectively with department staff, committee chairs, technical consultants, and elected officials;
- Ability to build good working relationships with others, particularly within County departments, to coordinate efforts and move actions forward;
- Candidate must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness;
- Excellent computer skills that at a minimum include presentation software, Microsoft Excel, PowerPoint and Word, and ability to learn new software as needed;
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.
- Adept at implementing and achieving solutions that are driven by data and lead to measurable outcomes;
- Excellent written communication skills, including analytical report writing;
- Excellent verbal communication skills to work effectively with the public, department heads, elected officials, committee chairs, technical consultants;
- Good knowledge of current research methods and techniques for collecting, analyzing, and interpreting data and preparing clear and meaningful reports;
- Working knowledge of alternatives to fossil fuel vehicles, building construction, heating and cooling systems, and renewable energy systems;
- Working knowledge of governmental decision-making processes;
- Ability to interpret construction plans and designs;
- Ability to interpret vehicle specifications;
- Ability to deal with tight deadlines and competing requests;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment, as needed;
- Ability to manage capital program, departmental, and grant resources on a project or programmatic basis;
- Ability to understand and to give complex oral and written instructions;
- Ability to travel, as required to fulfill the demands of the position amongst Tompkins County facilities;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. There may be minimal exposure to disagreeable conditions. The employee may at times be asked to drive to get to other County facilities, or otherwise demonstrate the ability to meet the limited transportation requirements of this job. If an individual has limitations, the employee has the right to request reasonable accommodations in accordance with the ADA and as amended.

Position Created: 12/2020

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILEING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850