

CHATHAM COUNTY
SUSTAINABILITY DIRECTOR¹

GENERAL STATEMENT OF DUTIES

The Chatham County Sustainability Director will be primarily responsible for implementing the Chatham County Climate Action Plan, which is designed to reduce the emissions of all forms of greenhouse gases and to increase carbon sequestration in the County. The Climate Action Plan was based in part on the “2015 Greenhouse Gas Emissions Inventory for Chatham County, North Carolina,” which was prepared in the fall of 2016 and the spring of 2017. The Sustainability Director will have the responsibility of maintaining a Sustainability Office, arranging for revised emissions inventories at appropriate intervals, recommending modifications to the Climate Action Plan, implementing the Action Plan and taking the primary responsibility for implementing the County LEED policy as expressed in the Sustainable Facilities Policy. The Director position is full-time with benefits.

The Sustainability Director will serve under the County Manager and the Board of Commissioners. He/she should be subject to their direction and should also work closely with the Climate Change Advisory Committee and with the many other County departments and committees that are involved in relevant activities. These include the Planning Department, the Planning Board, the County Board of Education, the Transportation Advisory Committee and others. The Director should also work closely with and assist the Chatham municipalities – Pittsboro, Siler City and Goldston -- and he/she should also work with citizens and citizen organizations that wish to develop plans to reduce emissions and increase carbon sequestration in line with the objectives described in the Climate Action Plan.

THE DUTIES MORE SPECIFICALLY

- Provide vision and leadership in the implementation of the Climate Action Plan;
- Be attentive to the extent to which the Climate Action Plan is accomplishing its objectives and recommend to the Climate Change Advisory Committee, the County Manager and the County Commissioners ways in which the Climate Action Plan should be amended to better accomplish its objectives;
- Closely observe activities of County government entities and urge compliance with the provisions and objectives of the Climate Action Plan when appropriate;
- Seek to identify and remove barriers to implementation of the Climate Action Plan;

¹ CCSustainabilityDirector

- Advocate as appropriate with other County staff, municipal staff, members of County committees, citizens and citizen organizations for implementation of the Climate Action Plan;
- Report regularly to the County Manager regarding the success or lack of success with efforts to implement the Climate Action Plan;
- At all times be receptive to comments from other County staff, municipal staff, the Climate Change Advisory Committee, other County committees, members of the public and public organizations regarding implementation of the Climate Action Plan and/or ways in which it should be modified to better accomplish its goals;
- Manage content and strategy for the Sustainability Office's website and social media accounts;
- Design and implement education and outreach programs for citizens, businesses and employees on best sustainability practices;
- Manage sustainability programs on a limited budget, including facilitating meetings, setting goals, recruiting partners, handling logistics and evaluating progress;
- Assist business in improving their environmental performance by providing technical and other assistance;
- Create presentations for County staff and citizens on new programs, policies or other sustainability efforts;
- Showcase staff, citizens, businesses and projects for recognition of leadership in sustainability.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience with environmental sustainability and/or energy planning, program implementation and communication
- Experience in social marketing and community outreach
- Experience in project management
- Ability to understand and implement energy conservation techniques and methods
- Ability to analyze a variety of administrative and technical problems and to make sound policy and procedural recommendations
- Strong written and oral communication skills, including public speaking and the ability to develop effective proposals
- Comprehensive knowledge of energy and conservation program development and energy technologies
- Track record of providing excellent customer service
- Experience in managing social media and website content in a professional setting
- Familiarity with cost benefit analysis
- Ability to provide technical expertise and leadership in areas of energy management and/or environmental sustainability

- Ability to gather, interpret and analyze data and make appropriate recommendations
- Ability to organize resources, establish priorities, and meet deadlines and objectives
- Ability to develop and maintain record keeping systems and procedures
- Ability to establish effective and courteous working relationships with others and the public
- Ability to assess technical specifications for energy management programs and policies
- Ability to work independently and also in a team environment
- Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately
- Skill in the use of standard office computer equipment and software applications, including Microsoft Office
- Ability to attend occasional evening and weekend meetings
- Experience with local government
- Experience preparing grant applications and proposals

EDUCATIONAL AND RELATED REQUIREMENTS

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in environmental studies, energy management, sustainability, public policy, public administration or a related field ; and experience in sustainability, resource conservation, climate change management, green building or other related area with the responsibility for planning, administering, organizing and coordinating programs.

Valid drivers license with a 3-year acceptable driving record.

Although not required, any of the following certifications are desirable: Certified Energy Manager (CEM) from the Association of Energy Engineers (AEE); Professional Energy Manager (PEM) from the Institute of Energy Professionals; BPI certification from the Building Performance Institute; LEED AP from the US Green Building Council; Certified Lighting Efficiency Professional (CLEP) from the Illuminating Engineers Society (IES).