

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ENERGY AND ENVIRONMENTAL SUSTAINABILITY MANAGER**

Spec No. 2330

#### **BASIC FUNCTION**

Designs, implements and manages the County's energy and environmental sustainability initiative through professional work both internally and in the greater community. Develops and implements policies and programs to help the County conserve resources, reduce greenhouse gas emissions, and address climate change issues. Works closely with County departments, other local, State and Federal government agencies, community organizations and stakeholders on energy and environmental sustainability initiatives for the County. Monitors, measures and reports on program performance.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develops and implements an annual work program and budget for energy and environmental sustainability initiatives; reviews program objectives, policies and procedures develops and recommends new or improved objectives, policies, procedures and standards. Coordinates implementation with department directors and elected officials as necessary.
2. Oversees collection, preparation, and maintenance of data, records and reports on the County's energy and environmental sustainability initiative; prepares clear and comprehensive reports and recommendations.
3. Develops recommendations and gives presentations to the Office of the Executive, County Departments and County Council regarding methodologies and best practices for offsetting greenhouse gas emissions and facilitating environmental sustainability.
4. Manages contracts that may be entered into periodically related to energy and environmental sustainability initiatives.
5. Develops and implements long-term resource conservation, environmental sustainability, and climate change plans, policies and action strategies for the County.
6. Represents the County on a variety of public involvement and intergovernmental committees including community events, public meetings, as well as presentations to local governments, community, business and civic groups related to environmental sustainability.
7. Assists and coordinates with departments in the preparation, technical review and economic analysis of proposed renewable energy related capital projects. Coordinates and facilitates the integration of these projects with local utilities including operating and service agreements, net-metering, and other requirements as necessary.
8. Directs and supervises support staff.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Works with other departments, elected officials and citizens for long term program and strategic planning efforts for greenhouse gas emissions reduction and environmental sustainability.
10. Manages the County's residential EnergySmart Loan Program.
11. Leads the internal County Green Team.

### STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Bachelor's degree and five years experience in environmental sciences, environmental policy or business administration or a closely related field; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Prefer Master's Degree and three years experience in development and implementation of energy efficiency and renewable energy programs.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of public administration
- the organization, structure and function of county government
- energy, environmental sustainability and climate change issues and best practices
- the principles and practices of leadership
- business writing and report preparation
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines
- research and analysis techniques
- project management
- grants management

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#### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- communicate effectively, both orally and in writing with diverse populations
- manage and supervise support staff
- prepare clear and concise written reports and presentations
- prioritize and resolve problems
- oversee and manage complex projects
- exercise initiative and judgment and make decisions within the scope of assigned responsibility
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public
- analyze and solve work related problems

#### SUPERVISION

The employee receives general supervision from the Deputy Executive or designee. Specific instructions are given for new or unusual assignments. Employee exercises his/her own initiative in performing recurring assignments or in seeking answers to inquiries or complaints.

#### WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 2009 as Energy and Sustainable Development Analyst

Revised and Retitled: August 2013

EEO Category: 2 - Professionals

Pay Grade: 111 - Management Exempt Pay Plan

Worker's Comp: 5306 Non-Hazardous