

TOWN OF EXETER

JOB TITLE: Sustainability Coordinator

DEPARTMENT: Planning & Building

EMPLOYMENT STATUS: Part-time (24 hours/week), Non-Union

EXEMPT STATUS: Non-exempt

LABOR GRADE: 9

JOB SUMMARY: This position will coordinate closely with all town departments, boards, commissions, and committees regarding initiatives, activities and recognized inventory in areas of sustainability.

SUPERVISION RECEIVED: This position receives general supervision and policy direction from the Town Planner.

SUPERVISION EXERCISED: Supervision of interns and coordination of volunteers.

ESSENTIAL DUTIES (The listed duties may not include all duties of the position)

1. The position will benchmark sustainable initiatives and promotes (will promote) projects to the Sustainable Mission of the town.
2. Coordinate, initiate and identify sustainability efforts in all town departments and objectives for review and approval.
3. Support and input to the Sustainability Advisory Committee and the Energy Committee including the drafting of town sustainability goals.
4. Draft town sustainability goals.
5. Partner with department heads, town boards/committees, businesses, municipal/civic organizations, the Chamber of Commerce, technical support organizations, regional partners, the public, etc. to determine and incorporate best sustainability practices and policies.
6. Build connections with outside expertise, peers in other cities, and regional and state alliances, programs, and leaders.
7. Investigate and apply for grants and resources through federal/state government, as well as regional, university, and non-profit programs.
8. Develop a multi-faceted communications and coordination strategy to promote and build awareness of town efforts.

9. Provide education and support for Exeter citizens. Create or obtain educational programs and materials to address issues of climate adaptation and resiliency, energy conservation, water quality/conservation, recycling and waste reduction, transportation choices, and building design.
10. Research and propose initiatives, and foster creation of town programs, that promote sustainability and resiliency, and reduce environmental impacts and climate vulnerabilities.
11. Establish performance metrics, scoreboards and progress reporting procedures; measure and report results to the town planner, town manager and select board.
12. Promote a culture of sustainability. Maintain and establish sustainability page on town website for the community and individuals, including efficiency actions and links to studies/forums/etc.
13. Provide public outreach to engage stakeholders and constituencies in areas of sustainability; in events such as film festivals, forums and other outreach activities to increase awareness of sustainability initiatives.
14. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of local population, businesses, constituencies, and diversity

Knowledge of sustainability concepts and theories

Knowledge of grant writing and processes

Knowledge of relevant state and local laws, policies, and procedures

Skill in collaboration, negotiation, and public and interpersonal relations

Skill in managing multiple and concurrent projects and programs

Skill in using office equipment

Ability to communicate effectively, both verbally and in writing

Ability to maintain current and accurate files and records

Ability to establish and maintain effective working relationships with employees, town officials, volunteers and the general (and inter-generational) public

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assist the employee with unusual situations that do not have clear precedents. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail

GUIDELINES: Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for applications to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work involves various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives or uniquely developed. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work products or services affect a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, and many external organization. People contacted generally are engaged in different functions, missions, and kinds of work. The contacts are town officials across all departments, as well as members of the general public, as individuals or groups, in a moderately structured setting.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve problems or create efficiencies by influencing or motivating individuals or groups who are working towards mutual goals.

PHYSICAL DEMANDS: The work may require some physical exertion such as long periods of sitting; standing; walking over rough or uneven terrain; occasional bending, crouching, stretching, or reaching. The work may require agility and dexterity.

WORK ENVIRONMENT: The work may occasionally involve moderate risks or discomforts that require special safety precautions, such as protective clothing or gear such as masks, coats, boots, goggles, and gloves. Attending boards and town meetings will involve some evening and weekend work.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Position at this level have no formal assigned supervisory responsibility or authority. The position will usually receive guidance in the form of approval/denial on matters of policy, service levels, and goals or objectives from higher authorities. The employee may have responsibility for supervising interns.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in environmental sciences or other related field (sustainability, ecology, meteorology, oceanography, geology, hydrology, physics, etc.) and two to five years of progressively responsible experience; or equivalent combination of education and experience

2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require two to five years of progressively responsible administrative and supervisory experience, preferably related to science or municipal policy
3. Possession of, or ability to readily obtain, a valid driver's license, and the ability to travel up to 10% of the time to state and regional conferences or other forums related to sustainability.
4. Ability to present effective and persuasive speeches and lead effective discussions on controversial or complex topics for top management, public groups, and/or elected officials. Ability to respond effectively to sensitive inquiries or complaints.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

INTERNAL COMMUNICATIONS: Frequent contacts departments as needed. Connect with Sustainability Advisory Committee for public outreach and sustainability events.

EXTERNAL COMMUNICATIONS: Contacts with other governmental agencies, professional organizations, sustainability leaders at other organizations, community/civic organizations, businesses, and the media.

USE OF EQUIPMENT AND/OR COMPUTERS: Must be proficient in the use of a personal computer and standard office equipment.

Updated: October 2nd, 2019 (post 9/23 Select Board meeting)

