



*The Town of Concord
is currently accepting applications for the position of:*

Director of Sustainability

Town Manager's Office

Salary to \$100,000, depending on qualifications

*This is a full-time, exempt, managerial-professional position.
Workload requires at least 40 hours per week, and may vary considerably.
Attendance at periodic meetings outside of standard office hours required.*

Application Deadline: Thursday, August 10, 2017 @ Noon

APPLICATION PROCESS:

All applicants are required to complete the application form found on the Town's website at www.concordma.gov/jobs. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form. Emailed resumes are not accepted. Please do not submit any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

Applications must be received in the Concord Human Resources Office by **Thursday, August 10, 2017 at Noon**. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

After the deadline, all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews and/or other assessments. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application, typically within six weeks of the deadline.

Appointment of the final candidate will be contingent upon the results of pre-placement conditions including criminal, motor vehicle and credit record checks, a physical exam, and a drug screening. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:
Concord Human Resources Department
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordma.gov/jobs

Director of Sustainability

Department: Town Manager
Reports To: Assistant Town Manager
Date: July 2017

Salary Grade: TBD
FLSA Status: Exempt

GENERAL SUMMARY:

Under the general supervision of the Assistant Town Manager, develops and administers programs, policies and initiatives to advance Concord's sustainability profile. Specifically, this position addresses sustainability and energy saving programs within residential, commercial, and municipal sectors. Incumbent shall coordinate closely with Town Committees and Boards, including the Comprehensive Sustainable Energy Committee and the Net Zero Task Force. The Director of Sustainability is tasked with establishing benchmarks and metrics for measuring Concord's sustainability performance and to document progress in each of the three pillars: environmental, social and local economy. The Director will perform varied and responsible duties requiring a thorough knowledge of sustainability and alternative energy program management, governmental, municipal and private energy trends and systems and residential rebate programs. A significant amount of technical data and details, each varying from the other in substance and content, is required for success within the position; the ability to apply flexibility in one's approach to workload is essential.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- ◆ Conducts various Town-Wide GHG inventory studies and evaluations; interprets and analyzes data collected to produce comprehensive community GHG reduction plans; evaluates plan effectiveness and reports on goal progression.
- ◆ Forms strategic partnerships across all Town Departments to build a Concord Green Ethos leading to consideration/use of climate-resilient tools and techniques. Recommends strategies to reduce energy use and GHG output. Regularly participates in the Town's Senior Management planning sessions and/or meetings.
- ◆ Identifies Town-wide greenhouse gas baseline and tracks energy consumption in municipal and residential structures throughout Concord. Reports on information collected by uploading or entering data manually into town-wide energy reporting systems.
- ◆ Researches energy technology, infrastructure and project opportunities to help Concord achieve energy reduction and sustainability goals. This may include advancing electrification of Concord's homes and vehicles, expansion and development of EV charging infrastructure throughout town, developing building codes that meet town goals for near zero net energy from the built environment.
- ◆ Develops policies and programs for municipal vehicle purchases consistent with Concord's energy goals; improves Town-wide supply chains for increased 'green' acquisitions; develops, manages and administers community-wide social engagement programs that influence citizen behavior and practices; advances programs that engage Town employees in sustainability initiatives.
- ◆ Establishes alliances with Town business and industries to secure them as partners in Concord's sustainability planning. Maintains relationships with relevant Town staff and community stakeholders relative to sustainability, energy management and GHG reduction efforts.

- ◆ Cultivates and supports sustainability policies related to municipal buildings and works closely with Town Facilities Manager and staff to measure performance in meeting benchmarks for energy reduction efficiency improvements to municipal buildings. Develops multi-year capital plans in conjunction with Facilities Manager for building improvements which work to meet sustainability benchmarks.
- ◆ Acts as project manager, or co-manager, for energy or sustainability-related capital projects; ensures projects are designed to maximize energy efficiency for both commercial and residential constituents.
- ◆ Performs webpage management functions relative to division and areas of responsibility including posting minutes and agendas, securing meeting space, updating relevant annual or year-end reports and highlighting divisional marketing efforts.
- ◆ Designs, markets and manages public outreach efforts and citizen-directed educational events related to renewable energy programs and projects. Works with Town Public Information Officer to disseminate information to staff and the general public via Town channels including: PEG Access Stations, Annual Reports, Website, Town Manager Reports and Social Media pages.
- ◆ Responds to resident requests for information or for diagnostic equipment loans. Analyzes energy rates and tariffs. Educates residents on home-based energy rebate programs.
- ◆ Researches, and applies for, rebates and incentives on behalf of the Town; presents sustainability and energy-related educational material at community and school events as assigned.
- ◆ Works independently and collaboratively to assume responsibility, prioritize and resolve issues; works within deadlines and function in a fast-paced results-oriented atmosphere. Coordinates and manages several complex projects and contractors simultaneously.
- ◆ Performs other related duties as required, directed, or as the situation dictates. Performs special projects and related responsibilities as initiated and requested. Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Provides functional oversight to contractors, interns, temporary project staff, and program volunteers and support staff as needed. Responsibilities include designing plan scope, assigning related work, and assessing progress and performance. Carries out supervisory responsibilities in accordance with town policies and applicable laws.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

- ◆ Bachelor's degree in Environmental Studies, Energy or Environmental Policy or other related field, plus a minimum of five years of experience in sustainability planning, energy efficiency and/or renewable energy market; or any equivalent combination of education, training and experience.
- ◆ Previous experience in community engagement, marketing or promotion. Experience in social media marketing and outreach.
- ◆ Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Excellent interpersonal skills, including ability to maintain effective working relationships with the community, Town boards and committees, staff and contractors. Should be able to communicate effectively both verbally and in writing.
- ◆ Knowledge and experience in sustainability planning, environmental management, climate change, energy efficiency, renewable energy and environmental sustainability principles. Ability to comprehend and apply technical knowledge as it relates to energy uses and conservation; strong analytic and collaboration skills; demonstrated competency in utilizing creative and innovative thinking. High degree of technical aptitude; ability to apply complex and varied analytical skills in order to record and interpret varying statistics.
- ◆ High proficiency with Microsoft Office and data analysis software and proficiency in Excel applications, data management, and statistical interpretation. Ability to convert data from one unit to another. Ensures accuracy of data and analyzes results by organizing information and presenting it verbally, in writing, and graphically in user-friendly ways.
- ◆ Skilled in persuasive speaking and writing.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a typical office environment. Occasionally may be subject to variations of temperature, noise, odors, etc. when conducting on-site analysis. Regular local travel by vehicle required to attend meetings. Office and administrative duties are conducted in a relatively quiet environment, subject to frequent interruptions. Regularly subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching, lifting, carrying and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.