



JOB DESCRIPTION DIRECTOR OF ENERGY & SUSTAINABILITY

DESCRIPTION OF THE POSITION

The Director of Energy & Sustainability performs a wide variety of duties as department head for the Energy & Environmental Resources Department. Responsibilities include being staff lead for regional energy, environmental, and sustainability programs to promote energy efficiency, air quality, recycling, water conservation, green energy, and other initiatives. Supervises staff and coordinates implementation of regional energy and sustainability programs, including Desert Community Energy, and the Inland Regional Energy Network. Serves under the direction of the Executive Director to provide support to the CVAG Energy & Environmental Resources Committee, the CVAG Executive Committee, Desert Community Energy Board, and other committees and working groups. The ideal candidate is comfortable taking initiative, is a creative problem solver, and enjoys working on innovative programs to advance energy efficiency, reduce greenhouse gas emissions, promote urban greening, and establish a sustainable future.

REPRESENTATIVE DUTIES

Responsibilities may include, but are not limited to the following:

- Oversee and provide direction for various energy and sustainability programs, including Desert Community Energy and the newly established Inland Regional Energy Network.
- Perform overall planning duties and develop and implement overall goals, objectives, policies, and priorities of the Energy & Environmental Resources Department and related committees.
- Implement regional environmental programs to promote conservation of natural resources, greenhouse gas reduction, and sustainability goals based on input from the Energy & Environmental Resources Committee and CVAG Executive Committee.
- Coordinate with member agency staff to promote regional collaboration on energy, recycling, sustainability, and other environmental programs.
- Represent CVAG, Desert Community Energy and I-REN in a professional and positive manner, with elected officials, partner agencies, and the public.
- Coordinate the preparation of the department's work plans and assist the Director of Finance/Administration in preparation and tracking of the annual budgets.
- Manage and provide direction for Desert Community Energy's community choice energy program. Work with DCE team of staff and consultants to implement all DCE activities including management of board meetings, agenda packet, green energy procurement plans, compliance requirements, community outreach, development and implementation of customer programs (e.g., energy efficiency, weatherization, electric vehicles, renewable/carbon free energy, green building).

- Oversee implementation of the Inland Regional Energy Network and Energy Efficiency Business Plan, including energy efficiency incentive programs, workforce education and training. Work with CVAG staff and other partners (Western Riverside Council of Governments, San Bernardino Council of Governments) to develop and implement program goals, policies, procedures, outreach materials, data collection, analysis and reporting.
- Research, identify and pursue available grant opportunities. Coordinate preparation and submittal of grant applications to support department programs. Work with staff to monitor and track grant revenues and expenditures, prepare and submit progress reports to issuing/governing agencies.
- Conduct research for presentation to various committees requiring data collection, data analysis, recommendations, and written reports. As department director, provides support to committee members by supplying current information and forecasting regional trends.
- Serve as a liaison on air quality issues with the South Coast Air Quality Management District. Coordinate with Transportation Department staff on funding and implementation of the Regional PM10 Street Sweeping Program. Provide regular updates to the Energy & Environmental Resource Committee on air quality issues and opportunities to improve/enhance regional air quality.
- Plan, prepare, and support committee meetings to include agendas, oral presentation of information, staff reports, written minutes, and other duties as required.
- Provide oversight and direction for design and development of various outreach materials, talking points, fact sheets, website content, informational flyers, and presentation materials for CVAG energy and sustainability programs.
- Ensure compliance with state and other regulatory requirements and submittal of compliance documents in coordination with other staff and consultant team.
- Develop and maintain strong working relationships with members agencies, local groups, partner agencies and organizations, neighborhood and business groups and other community stakeholders.
- Provide technical assistance and information to the public and government agencies on various environmental issues including source reduction, recycling, household hazardous waste, water conservation, air quality, and sustainability as requested.
- Supervise staff in development of Request for Proposals (RFP), selection of contractors, implementation of contracts and grants, budget tracking and program reporting.
- Represent CVAG, DCE, and I-REN at relevant conferences, workshops, and meetings.
- Perform tasks including replies to correspondence, follow-ups, drafts, and special assignments from the Executive Director.
- Perform other tasks as directed.

KNOWLEDGE OF:

- Various environmental issues including energy efficiency, renewable/carbon free energy, solid waste and recycling, natural resources, sustainability, climate change.
- CVAG's programs and the challenges and opportunities for the Coachella Valley as it pertains to renewable energy, sustainability, energy efficiency, recycling, and resource conservation.
- Fiscal and project management; contractual, legal, and regulatory document preparation and negotiation.
- Development of professional visual and written materials, including graphics, in order to convey a message in clear, concise language.
- Environmental conservation and sustainability practices and emerging opportunities.
- Office practices and procedures, including work planning, organization, records management, and the operation of standard office equipment.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree from an accredited college/university preferably with a major in environmental studies/science, sustainability, energy, natural resources, planning, or a related field with a minimum of four (4) years of progressively responsible and relevant experience. Any combination of education and experience that would provide the required knowledge, skills, and abilities will be considered.

ABILITY TO:

- Communicate verbally and in writing in a clear and concise manner. Prepare and present clear and concise reports, correspondence, policies and other written and visual materials.
- Demonstrate strong organizational skills, initiative, and flexibility to work in a multi-faceted organization.
- Work independently, exercise sound judgement, manage multiple priorities and adapt to changing priorities, and meet critical deadlines in a dynamic work environment.
- Coordinate the development of goals, objectives, policies, procedures, record-keeping systems, and work standards for the department.
- Develop, maintain, and foster positive and effective working relationships with other staff, elected officials, consultants, community partners, the public, and local, state, and federal environmental agencies contacted in the course of work.
- Gather and compile facts and statistics in order to evaluate program effectiveness and forecasting.
- Prepare and review contractual and regulatory documents.
- Evaluate issues and problems, apply creative problem solving, reach practical and logical conclusions and implement effective solutions.

- Understand, interpret, and apply administrative and departmental policies and procedures as well as relevant federal, state, and local laws, codes, and regulations.
- Work effectively with a variety of individuals and groups of diverse cultural and socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Demonstrate proficiency in Microsoft Office programs and well-developed computer skills.
- Work occasional evenings or weekends to support community events and meetings.

PHYSICAL CONDITION

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

Opportunities to work from home or remotely will be considered for some portion of the work schedule.

LICENSES AND CERTIFICATES

Valid California Driver's License, Class C.

CLASSIFICATION

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