



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Sustainability Specialist

Department/Division:	Public Works	Range:	37
Salary:	\$23.3524 - \$35.0286		
Position Status:	Full Time/Classified		
FLSA Status:	Exempt		
Closing Date:	November 10, 2017		
Job #:	10-2017-021		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the direction of the Sustainability Manager, facilitate the goals and objectives of the County's sustainability initiatives, environmental programs and energy use policies and practices for both internal County operations and the greater community (i.e. commercial, residential and institutional sectors). This is an interdisciplinary position requiring considerable familiarity with a broad range of issues related to environmental sustainability. Initiatives may include preparing, promoting, coordinating, planning, monitoring and implementing programs associated with the County's sustainability, recycling, energy and environmental policies, procedures and ordinances. Act as the County's liaison with other entities and organizations regarding sustainability and environmental matters that will promote the County's initiatives and programs.

Essential Job Functions:

- Coordinates with businesses and public agencies in the region that are involved in sustainability initiatives to explore opportunities for synergism and partnerships.
- Informs, educates and seeks input from citizens, business owners and community groups, (including schools, neighborhood associations and non-profits) on the importance of deploying clean energy strategies (solar power and energy efficiency) and increasing waste reduction and recycling rates.
- Identifies County government targets and metrics and works with departments to accomplish appropriate goals that address: greenhouse gas emissions reductions, pollution prevention and waste reduction, conservation of natural

resources, utilization of renewable energy and energy efficiency strategies, environmentally sound purchasing policies, green building, and facility operations and maintenance practices. Prepares Sustainability Status Reporting to measure progress and performance.

- Implements compliance with the federal National Pollutant Discharge Elimination System (NPDES) MS4 Permit requirements and the County Domestic Well Use Metering Program.
- Organizes public outreach efforts and public education programs dealing with sustainability, clean energy measures and other resource management issues. Provides technical assistance to the public regarding solar power feasibility and compliance with the County Code's residential and commercial energy efficiency requirements for new construction.
- May be assigned as a staff liaison with a specific board, commission or committee, providing technical advice and assistance.
- Performs and reviews technical calculations and studies; prepares and reviews graphs, tables, spreadsheets and other analysis and presentation material.
- Presents ideas, technical data and policy options to the BCC, County Manager and Santa Fe County staff.
- Researches and completes grant applications for available sustainability funding.

Knowledge / Skills :

- Knowledge of technical issues and management and policy practices in multiple sustainability areas including: green purchasing, energy efficiency and conservation, performance measurement, environmental management systems, solid waste and recycling, sound resource management, water conservation, green building and building sciences, low impact development, pollution prevention, greenhouse gas emissions reduction, climate change, and renewable energy.
- Significant professional initiative required. Ability to develop and implement programs with minimal supervision.
- Proven ability to provide effective public education and technical assistance, including implementing comprehensive outreach and marketing campaigns.
- Ability to communicate professionally in writing, verbally, and in large public forums. Ability to effectively communicate technical issues and complex policy and management concerns to the lay person.
- Knowledge of public and business administration; of the principles of the organization; state and county governmental organizations; of data collection and report writing; of English and arithmetic; of computer assisted programs such as Microsoft Suite

Minimum Qualifications

- Bachelor's Degree from an accredited college or university in sustainability, environmental science, energy, urban and/or land use planning, architecture, geography, public administration or a field related to sustainability and a minimum

of four years of experience in one or more areas of sustainability or a Master Degree in one of the disciplines noted above plus two years of relevant work experience.

Working Conditions:

Work is performed in an office setting. Manual and finger dexterity required. May be subject to exposure to CRT's and VDT's.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.