

AGENCY CHIEF DECARBONIZATION OFFICER

General Statement of Duties and Responsibilities

This is a management class of positions.

Under direction, with wide latitude for the exercise of independent initiative and judgment, is responsible for directing and managing agency energy management functions, with a focus on strategic planning to decarbonize City government operations.

Examples of Typical Tasks

Directs the activities of staff responsible for formulating and implementing agency energy policy and energy-related strategic planning efforts, including energy master planning and carbon reduction planning. Contributes to the formulation and implementation of citywide energy policy.

Advises the agency head, other agency executives, and the City's Director of Energy Conservation on energy management, including carbon reduction strategy.

Oversees staff responsible for the development, implementation, and evaluation of energy-related programs, including programs to reduce energy usage and energy costs.

Oversees energy-related contracting and procurement activities.

Provides a framework for effective management and utilizes organizational and planning skills to execute projects effectively and on time. Directs the work of managerial, professional, technical and support staff responsible for the operations of the agency's energy management functions, including the establishment of short- and long-term plans. Sets goals, objectives, and priorities, and allocates resources, including personnel, for the most effective utilization. Establishes and maintains organizational controls. Coordinates the activities of organizational units within the agency as necessary.

Represents the agency head at meetings and conferences concerning policy and operational issues and agency activities. Performs liaison functions relating to the operations of the agency with Federal, State, and City agencies.

Is responsible for the preparation of legally-mandated reports regarding energy, and their submission to government agencies.

Qualification Requirements

1. A master's degree from an accredited college or university in architecture or architectural technology, biology, building science, chemistry, climate and society, climate science, city or urban planning, construction management, earth science, economics, energy management, engineering or engineering technology, environmental law, science, or studies, facilities management, mathematics, physics, public administration, public policy, statistics, sustainability, urban studies, or a related field, or a juris doctorate degree from an accredited law school with a concentration in environmental law, and two (2) years of satisfactory, full-time experience in energy, environmental, or sustainability-related data analysis, program management, strategic planning, or a related field, at least eighteen (18) months of which must have been in an administrative, managerial, executive, consultative, or supervisory capacity; or
2. A baccalaureate degree from an accredited college or university and four (4) years of satisfactory, full-time experience as described in "1" above, at least eighteen (18) months of which must have been in an administrative, managerial, executive, consultative, or supervisory capacity; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least eighteen (18) months of experience in an administrative, managerial, executive, consultative, or supervisory capacity as described in "1" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.