

CLEAN ENERGY PROGRAM COORDINATOR II

DISTINGUISHING FEATURES OF THE CLASS: The primary responsibility of this position is to carry out tasks related to the New York State Energy Research and Development Authority's (NYSERDA) Clean Energy Communities Program. Duties include conducting outreach and delivering technical assistance services and guidance to communities interested in pursuing clean energy planning and projects specifically related to the Clean Energy Communities Program. Supervision of subordinates is usually not a responsibility of this position. General supervision is provided by the Southern Tier East Regional Planning Development Board (STERPDB) Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists local governments with understanding and completing the required actions to become "Clean Energy Communities" eligible to access associated NYSERDA grant resources;

Assists local governments in completing local greenhouse gas emissions inventories;

Assists local governments in benchmarking the energy use of municipal buildings;

Assists local communities in reducing greenhouse emissions through energy efficiency upgrades and renewable energy products;

Assists local government's with the certification process to become Climate Smart Communities;

Assists local governments in adopting model codes and streamlined clean energy permitting processes;

Assists communities in increasing the deployment of alternative fuel vehicles and associated fueling infrastructure;

Conducts local on-site training and workshops to groups of interested local officials and community stakeholders on specific clean energy topics;

Identifies and connects communities with relevant clean energy programs and grant opportunities;

Works with the staff of STERPDB to integrate the NYSERDA-required activities into the agency's ongoing planning efforts;

Assists communities in writing and revising zoning laws and comprehensive plans;

Works with other agencies and not for profit groups whose work relates to the activities required by NYSERDA;

Evaluates alternative energy programs and companies interested in working within the regions;

Plans, facilitates and presents information at public meetings;

Prepares a wide variety of professional documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of planning and organizing programs regarding energy-related matters;
Good knowledge about clean energy, climate action planning, NYS local government operations, and NYSERDA programs;
Good knowledge of local planning policies and local government operations;
Working knowledge of existing and emerging energy technologies and policies;
Skill in the collection, compilation, organization, and analysis of data regarding energy-related matters;
Ability to assume leadership of groups;
Ability to communicate effectively both orally and in writing with a wide range of local leaders and community members;
Ability to establish effective working relationships with others;
Ability to perform research;
Ability to meet travel and scheduling requirements for working with community groups;
Good organizational skills;
Good presentation;
Initiative and resourcefulness;
Good judgment.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in urban planning, environmental science or closely related field and one year of experience in sustainability/energy planning; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in urban planning, environmental science or closely related field and three years' experience in sustainability/energy planning.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.