

# Town of Sherborn Job Description

Personnel Board approved this form 6/1997, and amended 3/2006 and 11/2016.

**JOB TITLE:** Sustainability Coordinator      **APPOINTMENT REQUIRED:** Y or N as N (At-Will)

**HIRING AUTHORITY:** Town Administrator      **APPOINTING AUTHORITY:** Town Administrator

**DEPARTMENT:** Town Administrator      **DIVISION:** Energy & Sustainability Committee      **OFFICE:** \_\_\_\_\_

**WORKPLACE BUILDING:** Town Hall      **DESK LOCATION:** \_\_\_\_\_

<b>FLSA STATUS:</b> Exempt: _____ Non-Exempt: <input checked="" type="checkbox"/> _____ Hours worked per week: <u>30 (ave.)</u>	<b>EMPLOYEE TYPE:</b> <u>(see General By-Laws Personnel Administration Plan for definitions)</u> Salaried _____ Regular Full-Time _____ Regular Part-Time <input checked="" type="checkbox"/> _____ Supplemental Part-Time _____ Casual Part-Time _____ Temporary _____
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**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

Town Administrator  
(Sherborn Town Administrator, with input from Holliston Town Administrator)

**I. JOB SUMMARY** - *Briefly describe the primary function of this job*

The Sustainability Coordinator works primarily to promote environmental sustainability, energy efficiency and renewable energy for the Town of Sherborn and Town of Holliston and their residents and businesses. The position works collaboratively on a wide range of overlapping sustainability-related activities covering:

- Reduction of town-wide energy use and greenhouse gas (GHG)/carbon emissions via planning and project/program implementation and monitoring/reporting;
- Other sustainability issues such as water use/supply, recycling/waste minimization, and climate change vulnerability and resiliency;
- Grant writing and other external fundraising (along with generated cost savings) to partially or completely fund these activities and accomplish these goals;
- Education and outreach within the two communities at all levels;
- Collaboration with both Towns' departments, Schools, residents and other community groups.

**II. JOB DUTIES** - *List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.*

Job duties are undertaken in an integrated manner so that projects/programs and education/outreach are in line with plans/targets and with fundraising/grant opportunities. Collaborative prioritization of specific efforts is particularly important to make the best use of external financial support and to ensure high impact activities are focused on both communities.

**Evaluation Metrics:** The position and work is primarily evaluated by (i) cost reductions in energy and other resource use; (ii) external financing raised; and, (iii) reductions in GHG/carbon emissions at the Town and residential levels.

The position involves working with both Sherborn and Holliston's departments, such as DPW, Schools, boards, etc., as well as with residents, community groups, businesses and associations. Also collaborates with similar staff at all levels of government and interacts with relevant suppliers/consultants and programs (e.g. MassSave energy audits, solarization, and utility programs).

Energy/GHG Reduction and Renewable Energy Planning and Coordination

The position includes working on energy use/supply and GHG reduction planning to help identify opportunities and set targets that guide work on Projects/Programs, Fundraising and Outreach/Education.

- Develops and maintains a detailed energy use/GHG inventory for each Town. Town activities, including monitoring and reporting on Town department energy use.

- Develops and maintains an approximate inventory of town residents' energy use and GHG/carbon emissions.
- Works with Town departments to identify projects/programs and develop plans and targets for reducing energy/GHG emissions and increasing renewable energy.
- Works with the Sherborn community (i.e. residents, businesses, etc.) on identifying efforts to reduce energy use and increase renewable energy use.
- Works with all community stakeholders to achieve possible agreement/consensus on community targets for GHG reductions. Then monitors progress and develops adjustments based on progress and ongoing experience.
- Develops and implements mechanisms to measure and report on progress in achieving sustainability goals.

#### Fundraising and Financial Support

A focus of the position is obtaining external financial support (e.g. grants) in support of a range of sustainability issues that focus on projects and programs identified by planning work and also includes broader issues such as drinking water and recycling/waste minimization.

- Researches and identifies external funding opportunities for sustainability work and works with Town entities and groups on developing priorities for submitting grant and other proposals. This could include funding sources such as Green Community, META (Municipal Energy Technical Assistance), MVP (Massachusetts Vulnerability Program), and MAPC (Massachusetts Area Planning Council). Also includes opportunities applicable to residential, commercial and other town constituents.
- Collaborates as appropriate with other communities.
- Prepares and submits agreed upon grant/funding proposals and monitor selection process.
- Assists with implementing successful grants and other fundraising efforts. Project management, coordination, track use of funding, including monitoring benefits such as cost savings and GHG emission reductions.
- Develops, prepares and submits required reports for grants and other funding with the support of involved entities. Reports to Select Boards on fundraising on a periodic basis, including reporting on the benefits received from funding obtained by the position.

#### Sustainability Projects and Programs

Works on implementing projects and programs based on Planning and Fundraising work and in collaboration with Town entities and other stakeholders/groups (e.g. residential and businesses) as well as other towns as appropriate.

- Assists in implementing and monitoring/evaluating of projects and programs/initiatives. Prepares needed reporting.
- Develops and maintains relationships with the Sustainability Coordinator community in order to gather best practices and participate in regional initiatives.
- Serves as the point of contact for the Select Board(s), Town Administrator(s), DPW(s), and other departments, boards and commissions on increasing energy efficiencies and conservation for Town facilities, equipment, product purchasing, vehicle use, and daily operations, as well as increasing renewable energy and addressing climate change vulnerability and resiliency.
- Assesses and implements (as warranted) electricity aggregation for the Town and residents.
- Assists with programs and initiatives for town residents and other community members, such as group purchases of renewable energy or efficiency improvements. Monitors and coordinates with suppliers and other external entities related to energy work.
- Works on other sustainability issues when possible, such as water quality/conservation, recycling/composting, waste minimization and related regional initiatives.

#### Outreach and Education:

The position's outreach and education work is coordinated with projects/programs and planning, and is directed at raising awareness of opportunities to contribute to energy and GHG reduction, and generally educate residents through a variety of media.

- Develops and implements outreach and communication strategies - such as printed materials, presentations, workshops, websites, social media and other creative communications - to engage both Towns' staff, businesses and residents in initiatives related to climate change, energy and sustainability.
- Develop relationships with the Sustainability Coordinator community and others capable of assisting in outreach and education (such as public presentations, educational workshops, solarization initiatives, etc.).
- Works with public schools to promote K through 12 energy/sustainability educational programs.

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; nor does the inclusion of specific statements transfer any authority from Town positions existing in by-law or empowered by statute.

**III. EDUCATION, TRAINING & EXPERIENCE** - *Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.*

**Education and Experience:**

Bachelor's degree, preferably in environmental or related fields and/or related professional experience including development and implementation of energy efficiency, renewable energy, climate change and/or sustainability programs or a relevant combination of education and experience.

**Desired Knowledge, Skills, and Abilities**

- Strong analytical, research and conceptual skills.
- Strong facilitation and collaboration skills.
- Grant and proposal writing experience strongly preferred.
- Strong project management skills.
- Ability to research, analyze and synthesize complex information, develop and present recommendations and prepare concise written reports, correspondence and recommendations. Experience in research, policy development, and report writing preferred.
- Proven competency in written, verbal and electronic communication skills, including public speaking, interaction with local, regional and state elected officials, as well as across Town departments.
- Interpersonal skills, including the ability to maintain effective working relationships with business contacts, the general public, boards, consultants and with employees at all levels of the municipal organization.
- Experience working with local, regional or state government and community agencies and organizations preferred.
- Demonstrated ability to work independently with minimal supervision, to take initiative and assume responsibility, to prioritize and resolve problems, to work under pressure, and to coordinate and manage complex projects.
- Must possess pertinent computer skills (spreadsheets, documents, presentations, social media, etc.).
- Ability to attend evening and weekend meetings as needed.

**IV. COMMUNICATIONS & CONTACTS** - *List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).*

<b>Contact</b>	<b>Purpose</b>	<b>Frequency</b>
Select Board	Provide information as needed.	Periodically
Town Administrator	Supervision and prioritization of work, provide information	Ongoing
Energy & Sustainability Committee	Coordinate and help prioritize activities, assistance, provide analysis & reports	Frequently
Town Departments	Collaboration, share information.	Frequently
Advisory Committee	Provide reports and analysis as needed.	Periodically
Residents	Provide information and help	Periodically/ongoing
Other Sustainability Coordinators and Towns	Collaborate on grants/fundraising and projects	Periodically/ongoing

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - *Describe the function(s) over which this job has direct accountability and authority.*

No managerial responsibilities. Responsible for liaising and/or overseeing, as appropriate, contractors implementing sustainability activities.

**VI. WORK ENVIRONMENT:** *Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.*

Work is performed under a mixture of site, meeting and office conditions.

When relevant to agenda items, required to attend evening meetings of various town boards and committees, such as the Select Board, Advisory Committee, and Energy & Sustainability Committee. Workload is relatively stable, but is subject to some fluctuation. The position requires frequent interaction with boards and committee members, and working with Town departments/employees, vendors, and members of the public and press. Errors can have serious legal repercussions.

**VII. REPORTING RELATIONS** - *Attach an organizational chart if possible indicating where this job fits in the department's operations.*

In accordance with the Bylaw, the position is responsible to the hiring and appointing authority -- the Town Administrator. Reports to the Town Administrator and supports the Energy & Sustainability Committee.

Reporting relations are further defined by the Intermunicipal Agreement between the Town of Sherborn and the Town of Holliston (Intermunicipal Services Agreement – Sustainability Coordinator).

*The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**SUPERVISOR'S/MANAGER'S SIGNATURE:**



**DATE:**

12/16/24

**TOWN ADMINISTRATOR SIGNATURE:**



**DATE:**

12/16/24

**PERSONNEL BOARD CHAIR SIGNATURE:**



**BOARD APPROVAL VOTE:**

12-16-2024

12/16/24

**COMMENTS:**

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