

Climate Protection Project Manager

Department of Facilities and Environmental Services

Full-Time, 12 months

Exempt, Pay Grade 19

VRS-Eligible, Benefits-Eligible

Climate Protection Project Manager

Under general supervision, this position is responsible for managing a variety of projects to reduce greenhouse gas emissions in the community and build resilience to the local impacts of climate change.

The Expectations

Essential functions and responsibilities of the **Climate Protection Project Manager** include, but are not limited to, the following:

ESSENTIAL FUNCTIONS:

- Performs project management responsibilities for multiple interrelated projects that support clean energy deployment, emissions reduction, and resilience to climate change impacts; projects may require public input, multiple process teams, and multiple groups of project stakeholders and potentially multiple contracts.
- Collects and communicates relevant project information to leaders, process owners, and project stakeholders; develops and administers a schedule and budget using appropriate software to schedule activities, identify critical paths and required resources, and takes the lead role in monthly reporting to ensure objectives are implemented on time and within budget.
- Researches grant opportunities, writes grant applications, and manages grant-funded projects.
- Conducts research on best practices and new opportunities for projects and programs.
- Leads or engages with internal, local, and regional stakeholders on climate issues including planning, project development and delivery, technical assistance, program communication, trainings/workshops, public education and outreach.
- Provides support for events, workshops, and community engagement; performs other related duties as assigned.
- Establishes and maintains methodologies and systems to collect, track, and disseminate information pertinent to the climate program. Examples include inventories of greenhouse gas emissions, emission reduction forecasting models, and dashboards reflecting progress in implementing climate actions.

THE QUALIFICATIONS

Education and Experience

Any combination of education and experience equivalent to a bachelor's degree in Environmental Science, Conservation Biology, Ecology, Environmental Policy, or course work, and a minimum of two years of professional work in climate protection programs or related field. Master's degree in environmental science or policy, and experience in climate protection program implementation for a local, state, or federal agency, nonprofit, or other organization is preferred.

Knowledge, Skills and Abilities

- Thorough knowledge of the basic principles of climate science and of the best practices of climate mitigation, adaptation, and resilience.
- Strong applied knowledge of environmental project management.
- Analytical and problem-solving skills.
- Skilled at using office software packages, including word processing, presentation, and spreadsheet programs.
- Ability to communicate effectively, both orally and in writing, and to express complex ideas clearly and concisely to both individuals and groups, as well as in public.
- Professional-level writing skills appropriate for correspondence, reports, action plans, and responses to various County sources, outside agencies, and the public.
- Ability to deal tactfully and effectively with people using a high level of emotional intelligence to establish and maintain effective working relationships with County leaders and staff at all levels, elected officials, and the public, and to guide and strongly facilitate the efforts of teams and workgroups.
- Ability to work independently and establish priorities with minimal guidance.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Work is typically performed in an office setting. Frequent movement among offices and some lifting of light objects is required. Occasional visits to off-site locations should be expected. Ability to work remotely. Regular contact is made with individuals from other internal units, outside organizations, and the general public for purposes of exchanging information, which requires interpretation, tact, and diplomacy.

THE SALARY RANGE

The hiring range for this position is \$64,551 - \$84,885 per year. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until Tuesday, October 25, 2022, 5:00 p.m. EST

Virginia Values Veterans

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EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.