

## Job Description: **Director of Climate Programs**

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### GENERAL OVERVIEW OF THE SCTA AND RCPA

The Director of Climate Programs is selected by and reports to the Executive Director. The combined Sonoma County Transportation Authority (SCTA) and Regional Climate Protection Authority (RCPA) have a staff of thirteen and manage an annual budget ranging from \$30-\$100 million including projects, grant funding, programs and operations.

The RCPA was established in 2009 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions and prepare for local climate change impacts. The RCPA, together with the SCTA, is governed by a twelve-member Board of Directors representing each of the nine cities - Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma and Windsor - and the Sonoma County board of Supervisors.

The RCPA serves as a central location for information sharing related to GHG reduction and resilience policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement climate action strategies.

### THE POSITION

The Director of Climate Programs is responsible for coordination of all programs related to climate change, including mitigation and adaptation. The position requires coordination between local jurisdictions and other multijurisdictional entities. The Director of Climate Programs works closely with the Director of Planning on community engagement, project delivery and planning.

The Director of Climate Programs position is responsible for developing and delivering a strategy to lead and coordinate countywide efforts to respond to climate change, across land use, transportation, energy and water use, solid waste, and other activities that generate greenhouse gas emissions or affect community response to local climate impacts.

Current projects and priorities for the RCPA include:

- Supporting RCPA member governments in updating climate action policies and integrating climate considerations into local plans.
- Supporting use of existing RCPA planning tools including greenhouse gas inventories, the RCPA's climate action toolkit, the Climate Ready North Bay vulnerability assessment, and Urban Footprint.
- Implementing recommendations identified in the Climate Action 2020 and Beyond Plan and the Shift Sonoma County low carbon transportation action plan.

- Coordinating with Sonoma Clean Power, the Northern Sonoma County Air Pollution Control District, the Bay Area Air Quality Management District, Pacific Gas & Electric, and other partners on electric vehicle programs and local policy development.
- Leading Sonoma County implementation of Bay Area Regional Energy Network (BayREN) energy efficiency programs as well as a water efficiency financing program.
- Seeking funding for the Sonoma County Resilience Team, a partnership of local agencies and non-governmental partners working to build capacity to understand and adapt to climate change risks.
- Facilitating stronger collaboration on climate action through RCPA standing committees.
- Facilitating stronger community involvement in RCPA and partner programs through events and online strategies.
- Participating in state and regional collaboratives to advance climate action, including the Local Government Sustainable Energy Coalition, the Bay Area EV Coordinating Council, and various regional adaptation efforts.

Duties include, but are not limited to the following:

- Advise the Board of relevant issues and seek direction on RCPA programs.
- Assist the Executive Director in defining work program goals and objectives, and developing the annual budget.
- Secure grant funding to deliver on work program goals and objectives.
- Develop a legislative platform with priorities and leads engagement.
- Coordinate with local governments and regional agencies on local climate action issues.
- Analyze climate action strategies in the context of local government scopes of authority.
- Represent the RCPA as a liaison and participates in regional meetings and discussions about climate change and climate action.
- Prepare planning analyses and written reports, including findings and recommendations.
- Manage multiple staff positions.
- Develop, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements; provides contract oversight.
- Oversee all public outreach strategies for RCPA activities.

## THE IDEAL CANDIDATE

The Director of Climate Programs is the lead staff position on all local climate action planning, programs, and related issues and requires the possession of strong management and interpersonal skills. The position also requires the ability to establish and maintain cooperative working relationships, deal with difficult issues, and communicate clearly and effectively.

The Director of Climate Programs should have the leadership skills to be an effective advocate on climate change issues; should have high energy, a strong work ethic, and the initiative to define and execute new public programs.

*Typical Duties/Responsibilities:*

The ideal candidate will have knowledge of:

- Principles and practices of climate change planning and project management.
- Policies and programs across land use, transportation, energy, water, solid waste, and other activities that generate greenhouse gas emissions.
- Federal, State, regional, and local regulations pertaining to climate change.
- Interrelationships between government agencies at all levels.
- Legislative developments affecting climate programs and funding at all levels.
- Principles and techniques of budget preparation, fiscal control and personnel management.

The ideal candidate will have the ability to:

- Effectively prioritize and direct work efforts of RCPA staff.
- Keep abreast of current trends and best practices.
- Prepare and monitor an organizational budget.
- Develop funding/grant proposals.
- Make presentations to various public and private sector groups on behalf of RCPA.
- Establish and maintain cooperative working relationships with the Board, staff, other departments and agencies, the private sector, and the public.
- Be a problem solver and leader showing initiative, judgment, discretion and independent decision-making.
- Keep seeing the big picture commonality of program goals, while managing the details of implementation.
- Facilitate groups with common interests but differing positions; build partnerships and collaborative relationships.
- Think quickly on one's feet in public and to stay focused on organizational goals.
- Enjoy working in a dynamic environment where professionalism, quality service, and teamwork are highly valued.

## MINIMUM QUALIFICATIONS

*Education:* Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities listed herein. A BA with related course work would provide such opportunity.

*Experience:* Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed herein. Five years of increasingly responsible management experience in the administrative management and policy oriented functions would provide such opportunity.

The Director of Climate Programs is an employee of the SCTA. As such, the Director is entitled to those benefits provided by the SCTA and described in the *Sonoma County Transportation Authority Personnel Policies and Procedures Manual* including health care, retirement, paid holidays, vacation time, sick leave, and professional development. Possession of a valid California driver's license is required.

The salary range is \$9,000 to \$12,000 monthly.

This is an open recruitment until the position is filled. Resumes will be accepted until **January, 12<sup>th</sup>, 2018**, for the first round of interviews, to be scheduled the following week.

Please submit all resumes to:

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