



TOWN OF TRURO

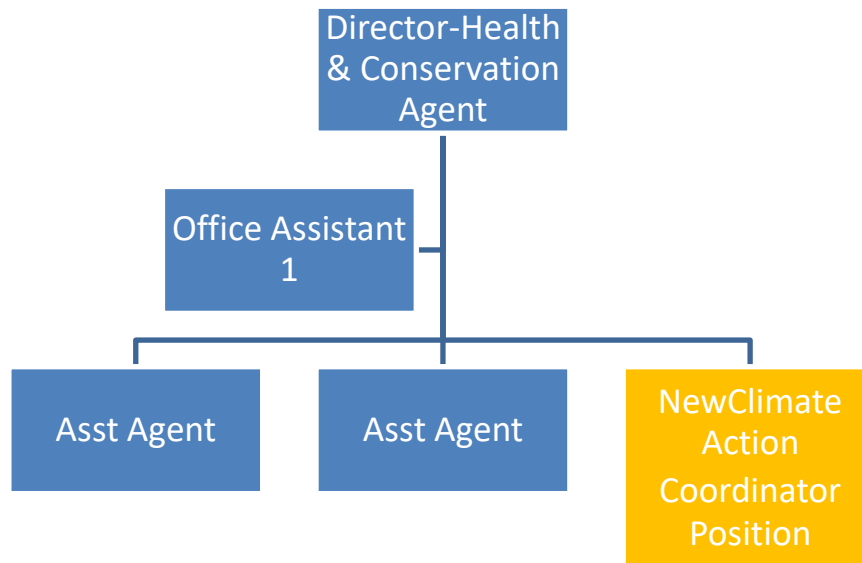
P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

POSITION JUSTIFICATION FORM (BUDGETARY)

Complete this form to request additional personnel for your department. This form is to be used for full-time, part-time, temps anticipated for longer than two weeks and intern requests.

Conservation & Health Department Organizational Structure



Position title (position requested): Climate Action Coordinator

Department: Health & Conservation

Division:

Supervisor (direct supervisor): Emily Beebe

Start Month:

F/T P/T _____ hours per week

Intern Winter/Spring Summer Fall/Winter

Temp (List start and end dates) _____

POSITION SUMMARY

1. What are the major responsibilities of this position? What is the history and circumstances necessitating this position request? (Include 2-4 brief, clear, concise statements.)
 - Responsible for developing climate change mitigation and adaptation policy and implementation plans for adoption by the Select Board and Administration.
 - Communicate and coordinate with state and local climate agencies, boards and committees, residents, municipal staff, and business owners.
 - The impact of climate change in Truro will affect the health, safety, and livelihood of Truro's municipality, residents, and business owners. Municipal, residential, and commercial buildings will also be impacted. Addressing the impact requires on-going coordination among these major stakeholders.
2. What major new work will be done with the addition of this new position?
 - Assessing the impact on municipal and business revenues, health, and safety, coordinating responses among municipal departments, residents, local businesses, and county and state agencies, and widespread communication and outreach.
 - Identifying and coordinates opportunities for climate-change and sustainability related program funding
3. Why won't reorganizing existing personnel work?

Existing personnel are already at capacity conducting their statutory obligations.
4. Was a combined position with another department or division considered?

Yes, there was discussion about this position working from the DPW department.
5. Why now? What increase in workload has changed to necessitate this new position?

Please provide specific data (hours, calls for service, permits, inspections, etc.) that demonstrates why this position is now needed to address increased services, new organizational responsibilities, or increased workload.

Truro was designated a Green Community by Governor Deval Patrick in 2011, which makes the Town eligible for grants and planning opportunities. In 2013 the Town Meeting adopted a resolution on the Climate Crises, pledging to commit to meet our responsibility to address the increasing climate crises. In 2019 the Town Meeting voted to establish the Climate Action Committee (CAC) to begin working "without delay" on a local plan to address the climate crises. The Climate Action Committee, a small and dedicated group of citizens have worked arduously on their charge, but support and follow-through on their work requires a dedicated staff person. And while support of the CAC has been taken up by the Health & Conservation Department and

the Public Works Director, all of the climate-related work is in addition to the current responsibilities of municipal staff.

6. How does this position fit in with your department's mission and/or what impact does this position have on achieving the organization's overall goals and objectives?

Values: Collaboration and Sustainability

Goals: Goal C Protect and restore our fragile ecosystem

Goal D Use long-term and strategic planning to guarantee the future health and well-being of our community.

Objective: #10 The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee on the goals of creating a Climate Action Plan for the Town of Truro, and researching the hiring of a Climate Action Agent, as well as to work with the Climate Action Committee to develop a policy memorandum that facilitates and guides progress in all relevant areas toward a "Net Zero Truro" by 2050 and will ask for updates at least twice per year.

7. Are there efficiency, efficacy, accuracy, or financial benefits (including cost-savings elsewhere) to creating this position? Please explain.

To appropriately address the impact of climate change, Truro should assess financials, property, roads, health, and infrastructure that may be affected and the cost of responding or doing nothing.

An inappropriate response will waste money and effort. Doing nothing may incur greater expense and effort.

8. Is there a statutory requirement for this position? Please explain.

No.

KNOWLEDGE/EXPERIENCE

1. What is the minimum level of education required for this position (i.e., Bachelor's, 2-year technical degree, H.S. Diploma)?

Bachelor's degree in Environmental Science, Conservation, Engineering, Communication, or similar training and/or experience.

2. Experience in what area(s) would be necessary for this job (i.e., sales, accounting, marketing, customer service)?

Training and/or experience in the impacts of climate change, conservation, and/or environmental management.

Listening to and effectively communicating with a variety of constituents.

Researching grants and developing grant applications.

In addition to a degree, how many years of experience does this job require?

Three to five

In lieu of a degree, how many years of experience does this job require?

Five to seven

Skills:

What are the skills necessary for this position?

Oral and written communication skills.

Presentation skills.

Decision-making skills.

Problem-solving skills.

Leadership skills.

Organization skills.

Interpersonal skills.

Other: Research

Ability to:

Interact in a positive manner with internal contacts.

Interact in a positive manner with external contacts.

Understand verbal/written instructions.

Complete tasks within critical deadlines.

Maintain highest level of confidentiality.

Knowledge/ability to use various software programs (Windows, Outlook, Excel, Word, email, etc.). List software used:

Word, Excel, Windows, Email, PowerPoint

Use basic math skills.

Other:

Knowledge of:

Municipal government

Other: State funding programs, grant writing, federal energy rebate programs

FINANCIAL

List the financial responsibilities of the position (i.e., signing authority, budgeting, expenditures, contract authority, etc.).

None

SUPERVISION EXERCISED

Which of the following best describes what supervisory responsibility the position has?

- No supervisory responsibility.
- No direct supervisory responsibility, provides assistance to lower-level employees.
- Limited supervision, allocates and organizes work, provides guidance.
- Direct supervision of at least one employee.

What position(s) does this position have direct responsibility for managing (including recruitment, selection, performance management)?

UNION AFFILIATION OF PROPOSED POSITION

Non-Union LIUNA AFSCME Police Federation Fire Union

STARTING SALARY \$57,500

SALARY RANGE FOR THIS POSITION \$57500 to 75,024

PROPOSED GRADE FOR THIS POSITION grade 4

TOTAL COST OF BENEFITS FOR THIS POSITION _____

Signatures

Town Manager:

Department Director:

Human Resources:

Please send this completed form to HR

For internal use only (Budget Task Force)

Date: _____

Approved Denied

REASON:

POSITION DESCRIPTION

Job Title: Climate Action Coordinator/Sustainability Director
Reports to: Health and Conservation Agent or DPW director

Position Purpose:

Responsible for developing **climate change mitigation and adaptation policy and implementation plans for adoption by the Select Board and Administration.** The coordinator will also communicate and coordinate with state and local climate agencies, boards and committees, residents, municipal staff, and business owners.

Supervision:

Supervision Scope: Performs routine functions under specific instructions from supervisor with some independent judgement.

Supervision Received: Works under the direction of the Health and Conservation Agent and/or DPW director

Job Environment:

Work is generally performed in a moderate noise environment under general office conditions with some interruptions from the general public. Field work is conducted as needed outdoors with exposure to various weather conditions.

Evening and weekend work as events require.

Operates computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; research using proper on-line sources; uses word processing, presentation, email, and spreadsheet software.

Interacts with municipal staff, boards and committees, residents, business owners, Federal, state and county organizations, and climate-related organizations.

Essential Functions:

The essential functions or duties listed below are intended to illustrate the various types of work that may be performed. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work with and attend, as needed, meetings of the Climate Action Committee to address climate change.
2. Communication: develop and deliver information and actions about climate change impacts town employees, residents, and business owners.
3. Data Analysis: identify financial, health, and commercial impact of climate change on Truro and track and report changes over time.
4. Develop actions/responses for the municipality, boards and committees, residents, and businesses to minimize Truro's carbon footprint.
5. Identify and develop responses to the town's vulnerabilities (health, economic, etc.).
6. Draft policies for the Select Board.

7. Collaborate with state and county agencies, Cape Light Compact, and local organizations.
8. Research and respond to grant opportunities for addressing climate change.

Recommended Minimum Qualifications:

Education, Training, and Experience:

- Bachelor's degree in Environmental Science, Conservation, Engineering, Communication, or similar training and/or experience.
- Training and/or experience in the impacts of climate change
- Listening to and effectively communicating with a variety of constituents
- Researching grants and developing grant applications

Special Requirements: none

Knowledge, Ability, and Skills:

1. Knowledge: awareness of and/or willingness to learn about the impact of climate change, green building/LEEDs, and conservation.
2. Ability: engage with a variety of constituents, keep up to date with state and local climate policies, continuously learn about advances in addressing the impacts of climate change; collaborative approach to work.
3. Skills: Researching and responding to grants; strong communication skills, including presentation and writing; community engagement and relationship building; able to partner and collaborate with various local and regional stakeholders.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must regularly maintain a stationary position for long periods of time. Frequently required to move in and around Town buildings, parks, beaches, and other terrain. Employee may move and lift equipment of varying weights including objects of up to 30 pounds. Frequently required to operate office equipment, computers, and handheld devices for long periods of time.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.