

TOWN OF FAIRFAX
CLIMATE ACTION COORDINATOR
40 Hours / Week

CLASSIFICATION/JOB DESCRIPTION

DEFINITION

Under direction of the Town Manager or their designee, this position leads efforts to organize, manage and implement the GHG emission reduction goals and climate change adaptation plans for the Towns of San Anselmo and Fairfax. The Climate Action Coordinator will combine their expertise in climate action and local policy to achieve the following objectives:

1. Work with Town Departments to set Climate Action Plan Implementation goals in the annual Work Plan and monitor progress quarterly.
2. Research and recommend measures to further the Town's climate commitments.
3. Develop programs to implement climate actions within the community and identify grant and partnership opportunities on an ongoing basis.

DISTINGUISHING CHARACTERISTICS

This single-position classification is an "At Will" position employed by the Town of Fairfax and under an interagency agreement providing services to the Town of San Anselmo. You will report to the Town Managers or their designees for each assignment and will be responsible to staff and make reports and presentations to town Climate Action Committees during the appointment.

The Climate Action Coordinator position is a combined 40 hour a week position, working 50% on behalf of the Town of Fairfax and 50% under an interagency agreement with the Town of San Anselmo. The position is exempt from overtime under the Fair Labor Standards Act, and part of the Unrepresented Management employee group.

SUPERVISION RECEIVED AND EXERCISED

The position receives administrative direction from the Town Manager or their designee. Project direction may be provided for other staff, depending upon the needs of the Town and direction from the Town Manager or their designee.

TYPICAL DUTIES AND RESPONSIBILITIES

The Climate Action Coordinator position has both internal/operational duties and external/community-facing duties. The balance of these roles will shift as needed to meet goals. Duties may include, but are not limited to, the following:

1. Internal: Work with town departments to implement and operationalize Climate Action Plan
 - Work with managers and other key staff members to assess department goals as they relate to the Climate Action Plan.

- Assist departments in developing action items in the annual work plan.
 - Monitor implementation and track the Town's climate goals with quarterly updates provided to the Town Councils.
 - Monitor new opportunities for climate, sustainability, and environmental action in municipal policy, infrastructure, and programming.
 - Synthesize key findings to appropriate stakeholders.
 - Work with town Climate Action Committees to manage and update the Climate Action Plan.
 - Identify and pursue partnerships for programs, collaborations, grant opportunities, and other revenue streams on an ongoing basis.
 - Provide project management support for sustainable infrastructure projects. Examples include the Resilience Hub project and EV charging installations.
 - Oversee compliance with climate-related state or federal regulations.
 - Manage external climate funding and internal budgets.
2. Community-Facing: Develop programs to support community adoption of climate actions.
- Develop sustainability content for the Town newsletter and social media accounts.
 - Develop weekly updates for the Town Managers or blurbs for the Town's Newsletter.
 - Coordinate with regional partners or programs to publicize or promote events.
 - Plan and organize community events that promote sustainable behaviors and/or the adoption of low-carbon technologies.
3. General Duties: The following duties serve both internal and external efforts.
- Attend Town meetings on evenings, weekends, and/or holidays as required.
 - Remain current on climate strategies and best practices, attend local and regional meetings to build partnerships, programs, and networks.
 - Compose engaging, accurate, persuasive, and informative reports and presentations to council, boards, and commissions as necessary to align and execute climate action programs, plans, and projects.
 - Perform related duties as assigned.

JOB RELATED MINIMUM QUALIFICATIONS

Knowledge of:

Demonstrated understanding in the areas of greenhouse gas emissions reductions, climate change mitigation, and adaptation--particularly at the local and regional scales. Effective research and analytical skills and a strong ability to manage projects and initiatives, including planning, funding, gaining alignment with stakeholders, and building in feedback and evaluation techniques; excellent communication skills for educational outreach and marketing; strong computer skills with knowledge of Google or Microsoft Office applications, and general internet, website and social media skills; administrative practices; principles and methods of goal setting and program development/implementation; principles and practices of leadership, motivation, team building and conflict resolution; principles and practices of community building and civic engagement.

Ability to:

Analyze a variety of administrative and organizational problems and to make sound policy and procedural recommendations; work independently on a variety of assigned tasks; establish and maintain cooperative and effective working relationships with Town staff across departments, Town managers and department heads, interagency government entities, members of Council, various Town boards and commissions and other external groups, and the community; develop and maintain positive public relations with emphasis on customer service; interpret and explain in plain language regulations, policies and procedures; maintain a can-do attitude and a collaborative nature; sustain a track record of “getting the job done”.

Skill to:

Communicate well both in writing and orally and must be proficient in the use of office computers and Microsoft Office software applications; type or enter data at a speed sufficient for successful job performance; and operate a variety of modern office equipment, hardware, and software.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience

- Any combination of education and experience that has provided the required knowledge, skills, and abilities necessary for the position. Minimum requirements include a degree in Environmental Science or Environmental Studies, or an equivalent program with a focus on climate, environment, planning, or policy; or demonstrable professional experience working in environmental or planning fields.
- Excellent organizational skills, strong written and verbal communication skills, and excellent diplomacy and professionalism.
- Demonstrated project or program management experience.
- Experience in a municipal environment is an asset.
- Passion for inspiring climate action at the local level is an asset.

MONTHLY SALARY RANGE:

Salary range and benefits are pursuant to the adopted Management Resolution.

Adopted: April 3, 2024

Resolution No. 24-26

Last updated: April 3, 2024

FLSA: Exempt