

## **NOTICE OF VACANCY**

**TITLE:** Director of Sustainability & Resiliency  
**DEPARTMENT:** Sustainability & Resiliency  
**POSITION STATUS:** Full-time, non-union position with full benefits  
**REPORTS TO:** Mayor, or designee  
**SUPERVISION EXERCISED:** Full and part time staff, contractors and interns  
**SALARY:** Up to \$87,000.00, DOQ

### **JOB SUMMARY:**

The Sustainability and Resiliency Department (SRD) oversees sustainability, energy, and resiliency efforts in the City of Salem (City) through managing programs and projects and/or coordinating with other Departments. The SRD engages and supports City residents, businesses, and non-profits to participate in activities that further the goals of Resilient Together and other community goals. The City is a leader in Sustainability & Resiliency and desires to maintain that role in the face of climate change and achievement of its 70+ climate action plan goals. The SRD will lead the goal for the City to align, and exceed, the State of Massachusetts goal of carbon neutrality by 2050.

The SRD Director will lead the City's sustainability goals, working with each Department to reduce energy use, manage energy and utility costs, and improve overall maintenance. Position works with the engagement team to support community energy efficiency programs and has prime responsibility related to the department's climate goals, actions, and programs.

### **DUTIES AND RESPONSIBILITIES:**

- Manage a team of full and part time staff, contractors, and interns. Recruit, train, and manage staff.
- Create and manage department's fiscal year budgets (operational, revolving, grant and capital). Manage Utility Savings Revenue Account and the DOER Green Communities grants and projects.
- Attend meetings with the Mayor and other City departments as necessary. Provide SRD updates to other Departments.
- Support the review of private sector development for SRD.
- Support development of sustainability ordinances.
- Attend City Council, Board, Commission, or statewide meetings as needed, and represent the City on Sustainability and Energy policy initiatives.
- Direct team support of Sustainability, Energy and Resiliency Committee (SERC). Attend monthly SERC meetings.
- Work with contractors, consultants, community organizations, and others on projects/programs.
- Lead and support staff and other Departments to implement Comprehensive Energy Project (Chapter 25A/ESCO) for all city and school buildings
- Collect, track, analyze, and communicate energy, utility, emissions, and other relevant data
- Lead the City to reduce energy and utilities costs and emissions by 50% by 2030.
- Manage solar and other renewable energy projects on Municipal properties.
- Manage the Salem Power Choice program and the energy supply procurement.
- Act as primary liaison with National Grid related to energy efficiency programs.
- Work with staff to create training, outreach, and other materials related to sustainability and resiliency.
- Evaluate program data to ensure efficacy of programs/materials/outreach.
- Direct ongoing Internship Program.
- Drive interdepartmental learning and development related to efficiency.
- Other Duties as assigned.

### **QUALIFICATIONS:**

Bachelor's Degree in Sustainability, Planning, Engineering, Construction, Architecture, Environmental Planning, or related academic experience.

5-7 Years of relevant experience, with 3 years or supervisory experience, and 2 years of budget management.

Preferred: Master's Degree in Sustainability, Planning, Architecture, or other degree preferred; seven or more years of experience may be substituted for Master's Degree.

Governmental experience (municipal, state or national) and BOC, LEED, and/or another relevant accreditation also preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong time-management skills, ability to prioritize multiple tasks, motivate others, and adjust workload as needed in a team environment. Highly effective, professional written and verbal communication skills. Strong interpersonal skills.

Self-starter, with a strong work ethic, with flexibility and ability to work in a group or independently. Proficient with Microsoft Office software, including data systems, and be able to learn and master other software packages. Experience in sustainability reporting preferred.

Strong math and analytical skills.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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. The employee is frequently required to communicate verbally. Specific vision abilities required by this job include close vision and depth perception. Regular use of computer keyboards requires eye-hand coordination and finger dexterity. The incumbent will frequently stand, carry, reach, grip, and grasp; climb or balance; reach with hands and arms, and stoop, kneel, crouch or crawl. While performing the duties of this job, the employee may be required to be outside, on roof, in mechanical/electrical rooms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderate, typical of an office setting. However, noise level may increase during outdoor or well-attended events. Working hours are Monday – Wednesday: 8:00AM – 4:00PM; Thursday: 8:00AM – 7:00PM; Friday: 8:00AM – 12:00PM. Hours may vary as attendance at evening meetings and occasional travel to evening and weekend events in the City and other nearby communities may be required. Employee must provide own transportation (reimbursement provided). A shared City vehicle may also be available.

**HOW TO APPLY:**

Qualified individuals are encouraged to send resume and cover letter to this email address: [jobs@saalem.com](mailto:jobs@saalem.com). Position open until a candidate is chosen.

City of Salem, Human Resources Department, Lisa B. Cammarata, Director  
98 Washington Street, 3<sup>rd</sup> floor  
Salem, Massachusetts 01970

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**Date: July 25, 2022**