



# EMPLOYMENT OPPORTUNITY

POSITION: ENERGY CONSERVATION &  
SUSTAINABILITY COORDINATOR  
BASE RATE: \$20.8337 PER HOUR  
STATUS: REGULAR, FULL-TIME  
DEPARTMENT: COMMUNITY & PLANNING SERVICES  
(CAPS)  
BARGAINING UNIT: FMCE  
CLOSING DATE: 5:00 P.M. MONDAY, SEPTEMBER 18, 2017

**Use online application at [www.missoulacounty.us](http://www.missoulacounty.us)  
Complete job description available upon request to the Department of Human Resources**

**DEFINITION:** Performs duties to define and advance goals in environmental and operational sustainability initiatives for Missoula County Departments and the larger Missoula community for the Community and Planning Services Department.

**MINIMUM QUALIFICATION REQUIREMENTS:** Requires a Bachelor's degree. Degrees best suited for this position include environmental science, planning, sustainable development, and urban studies. Requires two years of experience working in the field of local government sustainability in areas such as greenhouse gas accounting, greenhouse gas reductions, energy efficiency, environmental conservation, waste reduction, green building practices, and assuring economic and environmental resource equity for future generations. An equivalent combination of education and experience may be considered.

**REPRESENTATIVE EXAMPLES OF WORK:** Coordinates County sustainability initiatives by facilitating development of the strategic vision and providing project leadership. Assists departments with incorporating environmental sustainability into their operations and practices. Serves as a resource for County departments. Develops specialized skills in selected areas of sustainability, energy conservation, and waste reduction, and provides information and advice to county officials, staff, community organizations, advisory boards, and the general public. Conducts research and recommends policies in the area of environmental and operational sustainability. Implements policies for energy conservation, greenhouse gas emissions reduction, waste reduction to address the impacts of climate change on environmental and community health. Evaluates policies for cost-effectiveness and energy savings. Develops and updates greenhouse gas (GHG) emissions inventories for county operations. Develops, implements and monitors county climate action plan and community climate adaptation initiatives and reports on progress. Identifies target areas for emissions reductions and energy audits; establishes opportunities for renewable energy implementation. Conducts community outreach and education events, including public meetings concerning issues of the environment, energy, sustainability, and climate action planning. Promotes resilient and environmentally sustainable communities. Assesses and advocates for appropriate methods for adaptation to climate change, collaborating with other departments on their climate action efforts. Represents the county as an expert in the area of sustainability for communities and local government, including attending meetings, participation in community task forces and making oral and written presentations.

**PHYSICAL/ENVIRONMENTAL DEMANDS:** The work is primarily performed in an office setting. May require travel to rural locations and walking properties with rough, uneven terrain. Work schedule may require attendance at meetings before and after normal work hours.

**TO APPLY:** Submit Missoula County online application by 5:00 p.m. Monday, September 18, 2017. **These additional documents must be attached to your online application which may require scanning: College Transcripts (unofficial accepted), letter of interest, and examples of past work in the field for example: white paper, technical reports, and/or published articles. Applications that do not contain a letter of interest and example of past work in the field may be disqualified.** Missoula County Human Resources Department is located at 199 W Pine, Missoula, MT 59802. For questions about online application process call 406-258-4462 or 406-258-4874. Applicants may submit a written request for any accommodation needed to participate in the application and selection process. Missoula County will consider any reasonable accommodation. The Missoula County EEOP is on file in the Human Resources Office.

Posted: 8/24/2017

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER