



County of Santa Cruz
Invites your interest in the position of

CLIMATE ACTION MANAGER

\$103,730 - 138,653 Annually

LIVE, WORK & PLAY IN BEAUTIFUL
SANTA CRUZ

Application Deadline: Friday, March 27, 2020

Work somewhere exciting, do something you love: make a difference!

The Community of Santa Cruz: Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to **live**, **work**, and **play**!



The Position: The Climate Action Manager will be primarily responsible for leading and coordinating efforts aimed at reducing emissions and greenhouse gases and preparing the County for climate change adaptation. This position will implement the County's Climate Action Strategy which may include projects that reduce greenhouse gases or improve energy efficiency, address climate change adaptation due to sea level rise, coastal erosion, fire hazards, drought, or extreme weather events, and advance County management of groundwater, storm water and solid waste, active transportation, commute alternatives, environmentally friendly purchasing, and green building in accordance with the County's General Plan and Strategic Plan sustainability goals.

This role has full functional management responsibility and cross departmental authority for all aspects of the County's Climate Action Strategy. This position requires skills in grant-writing, analytics, public outreach and knowledge of environmental science and policies related to climate change and greenhouse gas emissions. Strong writing, and public speaking skills as well as management skills, including managing internal and external stakeholders, change management, project planning, budgeting, and project delivery are necessary for success in this job.

Ideal Candidate Profile

- Passionate and committed to public service and our beautiful community
- Able to work both independently and develop strong partnerships and collaborations
- Committed to environmental issues and making lasting improvements
- Ability to respond to multiple stakeholders while quickly building strong relationships

Qualifications: Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree from an accredited college or university in Environmental Science, Environmental Management, Environmental Economics, or a closely related field,
AND
- Five years of experience performing environmental program management or working on climate change issues.

Special Requirements: Possession of a valid California Class C Driver's License or the employee must be able to provide suitable transportation which is approved by the appointing authority.

Knowledge of:

- In-depth knowledge of environmental and climate change related concepts, theories, policies and practices
- Sound understanding of current issues related to climate change and the environment
- Resource conservation management, including its scientific background, technology, principles, methods, research techniques and problems
- Federal, State and local regulations, policies and actions related to emission reduction and climate change
- Principles, practices and trends in emission reduction and climate action activities
- Principles and practices of public administration

Skills in:

- Grant-writing techniques and application processes
- Principles, practices, and techniques of program development and administration
- Principles, practices and techniques of project management, program development and administration
- Principles of government budgeting, grant and contract preparation, administration and management
- Effective management principles and practices

Ability to:

- Plan, organize and direct the work of cross departmental or cross functional teams
- Exercise initiative, ingenuity and sound judgment in solving administrative, operational and personnel problems
- Evaluate and develop improvements to ensure effective and efficient service delivery
- Establish and maintain effective working relations with the general public, boards, commissions, public officials and other staff
- Understand and communicate the goals, concepts and principles of the County's climate action initiatives
- Prepare clear and concise administrative and technical reports
- Effectively present planning matters to public groups
- Plan, scope, coordinate and manage consultant contracts for services that may be required for project completion
- Develop, submit, track and obtain permits from local, state and federal agencies that may be required for some projects
- Understand, interpret, explain, and apply complex policies, laws and regulations
- Develop and implement program performance measures

How to Apply: Apply online at **www.santacruzcountyjobs.com** or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For more information, please call Leslie Hess, Talent Acquisition Analyst at (831) 454-2156. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

CLIMATE ACTION MANAGER - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience performing environmental program management or working on climate change issues.
2. Highlight your experience fostering partnerships with key government entities, cross-agency teams, and private or university institutions working on climate or related change issues. How have you encouraged community involvement?
3. Describe your knowledge and experience in applying for and managing grant applications, contracts and funding. Please include information regarding the size and type of grant(s) you have managed.

Tentative Schedule:

Application Deadline:	Friday, March 27, 2020
Review of Qualifications:	Week of March 30, 2020
Oral Board Panel Examination*:	Week of April 13, 2020
Selection Interviews:	Approximately May 2020
Anticipated Appointment:	Approximately July 2020

*You may be required to compete in any combination of written, oral and/or performance examination or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire.

Employee Benefits:

Medical, Dental, and Vision

Various, robust plans are available with the County contributing generously towards the total cost of the plans.

Retirement and Social Security

Pension formula 2% at age 60 or 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Administrative Leave

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

An Equal Opportunity Employer

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

LIVE Here

WORK Here

PLAY Here