



**CLASS TITLE:**                   **PROGRAM SPECIALIST**  
(Energy Conservation)

04/18

**DEPARTMENT:**               Central Services

**ACCOUNTABLE TO:**       Energy Conservation Coordinator

**STATUS:**                    Full-time, regular, non-union

**Primary Objective of Position:** Under general supervision, provides support in the development and advancement of the Municipal Conservation and Climate Action Plan, Missoula Community Climate Smart Action Plan and ZERO by FIFTY: Missoula's Zero Waste Plan.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in an office setting where hazards and discomforts are controlled and modifiable. Schedule is flexible to cover meetings and events before and after normal work hours.

**Tasks:**

Gather, track and analyze City and community-wide greenhouse gas emissions and energy/climate/sustainability data and metrics; research and develop policy and program considerations such as Healthy and High Performance Building Standards, Stretch Energy Code, and Environmentally Preferred Procurement; advance the City of Missoula's "2016 Solar Roadmap"; advance integration of energy conservation and climate action into City employee wellness program and general employee culture. Generally support the development, implementation, coordination and evaluation of City and community energy conservation, climate action, sustainability and resiliency initiatives.

Develop and implement systems and methods to gather, track, analyze and report on energy, emissions, waste/waste diversion, climate change, and sustainability data and metrics; research and identify Zero Waste objectives and strategies, and coordinate recommended short-, medium- and long term actions contained in ZERO by FIFTY; facilitate City of Missoula waste stream baseline study; refine and recommend improvements to the City's internal zero waste program.

Interface with Climate Smart Missoula; develop and strengthen relationships and collaborate with Missoula County, University of Montana and other local governments, state agencies, non-profits and community groups in Montana; develop content and deliver program communications, reports, presentations, education and outreach materials. Administrative duties as determined.

**Knowledge, Skills and Other Characteristics:**

Knowledge of energy conservation, sustainability and climate action concepts including zero waste concepts, baseline studies and/or plans;

Knowledge of research methods for data gathering, analysis and interpretation;

Knowledge of the objectives of the City's Energy Conservation and Climate Action Plan and Community Climate Smart Action Plan;

Knowledge of effective communication and public relation techniques, methods and practices;

Knowledge of marketing and public education strategies;

Knowledge and ability to promote safe work practices and ensure compliance with City safety policies;

Skill in the research, development and evaluation of policies and programs, including skills in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations;

Skill in organizational and time management to coordinate multiple assignments with fluctuating and time-sensitive deadlines;

Skill in establishing and fostering communication and teamwork with City employees, external partners and stakeholder groups;

Skill in public speaking and making presentations;

Skill in creating education and outreach content and materials;

Skill in operating personal computer applications including word processing, spreadsheet, database and electronic mail in a networked environment;

Skill in utilizing standard office equipment to include networked printers and copiers, multi-line telephones, and fax machines;

Skill in establishing and maintaining effective relationships with consultants, citizens, elected officials, businesses, city employees, and representatives of other government agencies.

**Qualifications:**

Any combination of education and experience equivalent to a Bachelor's degree in applicable field or discipline, and two years of experience working with climate or energy conservation programs, or high school diploma or equivalent and five years of working with climate or energy conservation programs. Must have a valid Montana driver's license or the ability to obtain one within 30 days of hire.