

## **DIRECTOR OF ENERGY DEVELOPMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for formulating a long-term energy strategy in order to reduce energy consumption, promote the use of renewable energy sources and reduce waste and pollutants. The incumbent in this position will investigate current Broome County facility operations and identify methods, technologies, and process changes that may be implemented to reduce energy costs, create local jobs, and develop long-term sustainability. The incumbent reports directly to and works in accordance with the general policies and objectives of the County Executive and County Legislature. General supervision is exercised over subordinate employees in Office of Energy Development. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Creates, directs, manages, administers and evaluates an energy management and sustainability program;  
Oversees long and short range energy reduction programs;  
Identifies and implements renewable energy and conservation projects;  
Identifies opportunities to reduce energy costs, improve efficiency and reduce pollutant and waste;  
Researches and analyzes non-traditional energy sources as a substitute for more costly fuel alternatives;  
Manages initiatives and opportunities presented by the New York State Department of Environmental Conservation in regards to natural gas exploration;  
Advices and informs the County Executive and Legislature on all energy-related issues;  
Monitors state and national energy policy trends;  
Researches, applies and monitors grants available for reduction of energy consumption;  
Compiles data, prepares and presents reports on energy development to the County Executive and Legislature.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of objectives and organization of an energy development program;  
Good knowledge of the operation and structure of energy systems;  
Good knowledge and understanding of public budgeting including cost analysis;  
Good knowledge of methods of conducting research in the areas of energy and economic development;  
Working knowledge of project management;

Working knowledge of the principles and practices of supervision;  
Working knowledge of applicable computer software programs;  
Ability to gather, interpret and analyze statistical data;  
Ability to think analytically;  
Ability to perform a range of mathematical calculations;  
Ability to communicate effectively both orally and in writing;  
Ability to present clear and concise oral and written reports;  
Ability to establish effective working relationships with government officials and the general public;  
Ability to handle multiple projects simultaneously;  
Initiative;  
Dependability;  
Resourcefulness.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business administration, public administration, environmental science, or a closely related field and three years' experience in a public or private sector organization administering an economic or environmental program, one year of which must have included supervisory responsibilities.