

THE TOWN OF PORTOLA VALLEY

MEMORANDUM

To: Town Council  
From: Steve Toben and Maryann Moise Derwin  
Re: Proposal for Creation of Position of Resource Efficiency Coordinator  
Date: September 27, 2007

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The Council adopted the Mayors' Climate Protection Agreement one year ago. This document obligates the Town to accomplish significant reductions in its greenhouse gas emissions going forward.

Over the past twelve months, we have become firmly convinced that serious progress toward meeting the Town's responsibility to reduce its carbon footprint cannot be achieved without staff support from Town Hall. Our present staff has no ability to expand their duties. Working with Angie, we have come up with the job description for a new full-time position, which we are calling Resource Efficiency Coordinator. This title was deemed preferable to Environmental Outreach Coordinator and other choices.

Many of the duties specified in the job description relate to ideas that have been generated by the Portola Valley Climate Protection Task Force. These include a program to coordinate construction deliveries and a summer youth employment program to carry out voluntary home energy audits.

Initially, this would be a one-year contract position as we try it out for size. We believe this position would be highly attractive to the right person. We envision that it might be especially exciting to a recent college graduate intrigued by the possibility of creating and administering a host of environmental programs.

Our notion is that the job would begin July 1, 2008, so it would have no effect on the current budget. We are in the fortunate position that the TOSA Foundation has committed to funding the position in its first year as part of TOSA's December 2006 grant for the Town Center project. We estimate the salary range to be \$3,502-\$5,500 with an annual compensation package for the position to be about \$90,000.

We look forward to discussing this exciting possibility with the Council on October 4.

# DRAFT

## TOWN OF PORTOLA VALLEY

### Resource Efficiency Coordinator

#### DEFINITION

To develop, implement and promote a wide variety of resource efficiency and environmental programs through community outreach and education; and to promote and monitor progress toward the Town's attainment of its commitments under the Mayors' Climate Protection Agreement.

#### SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from, and reports to, the Planning Manager
- May include direct or indirect supervision of volunteers and temporary staff

#### EXAMPLES OF ESSENTIAL DUTIES

1. Plan, coordinate, schedule, organize and oversee tours of the new Town Center, focusing on the green building attributes of the facility.
2. Act as coordinator with local schools (faculty and staff) to introduce and expose students to the green building attributes and student project opportunities associated with the new Town Center.
3. In coordination with the Town Center architects and designers, develop and, as necessary, revise a pamphlet and/or self-guided tour guide describing the green building features of the new Town Center.
4. Develop program materials and outlines for presentations to schools, businesses, community groups, institutional residents, and homeowner associations.
5. Survey, plan, develop, and coordinate for training and educating the general public, schools, businesses, and institutions in best practices of sustainability, "green" design and reuse and recycling of materials.
6. Coordinate "bulk buys" of green materials such as CFLs, double-pane windows, and other "green" building materials as defined.
7. Design and administer summer energy audit program involving local students conducting voluntary home energy audits for residents.
8. Promote appreciation of preservation and restoration of natural features in Town, such as the Sausal Creek reach through the Town Center campus.
9. Develop and implement programs to reduce vehicle trips, particularly those that involve heavy construction vehicles.
10. Explore creation of a materials exchange program to facilitate salvaging and reuse of building materials made available in tear-downs, remodels and reconstruction projects.
11. Staff liaison to the Climate Protection Committee.
12. Staff liaison to the Nature and Science Committee.
13. Staff liaison to ICLEI, and Sustainable Silicon Valley.

14. Keep abreast of current developments, trends, and legislative actions in the field of integrated waste management, water conservation, sustainable buildings and other environmental programs.
15. Prepare reports, including informational flyers, press releases, posters, brochures and articles and prepare Council staff reports and other general correspondence.
16. Administer the Town's green procurement program.
17. Measure the effects of Town programs in terms of improved resource efficiency, waste elimination, and reduction of greenhouse gases.
18. Promote the Town's recycling program through community outreach and education.
19. Research and identify educational curriculum resources and materials regarding green building topics (water, energy, resource conservation) that teachers can use in their classrooms.

### **EXAMPLES OF MARGINAL DUTIES**

Answer visitor questions accurately  
 Perform related duties as assigned  
 Perform special assignments as assigned  
 Participate in special events  
 Respond to emergency situations as required

### **MINIMUM QUALIFICATIONS**

Knowledge of:

- Principles and practices of designing effective resource conservation and integrated waste management programs
- Public relations ideas and techniques
- Operation and programs of a personal computer

Ability to:

- Effectively and tactfully communicate in both oral and written forms
- Demonstrate excellent public speaking skills
- Collect, analyze and accurately interpret a variety of data related to resource management practices
- Provide information to the public regarding resource efficiency and waste reduction
- Develop and maintain cooperative relationships with local schools
- Learn to use and teach others how to use the Building Dashboard
- Research and acquire access to green building related educational/curriculum materials
- Work cooperatively with staff, outside agencies and the public
- Research and develop a pamphlet and/or self-guided tour guide
- Work well with people of all ages
- Share interpretative information with visitors on aspects of green building design and practices
- Stay abreast of information related to green building design and practices
- Learn codes, ordinances, resolutions, laws, recent developments, current literature and sources of information *these tasks*
- Organize, coordinate, and prioritize assigned tasks to successfully meet timelines
- Establish and maintain effective work relationships in the performance of required duties

### **Experience and Training**

Bachelor's degree, preferably with concentration in environmental studies or related fields.

Some experience developing, promoting, or coordinating environmental, conservation or public outreach programs desirable.

**License or Certificate**

Possession of, or ability to obtain, a valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.