



Climate Action Plan Manager

City of Kenmore

SUMMARY

Under the general supervision of the Environmental Service Director, the Climate Action Program Manager coordinates implementation of the City's Climate Action Plan (CAP) across all City departments and the community. Develops strategic partnerships to meet the carbon emissions reduction goals of the CAP, energy conservation programs, sustainability initiatives and associated education and outreach programs. Serves as a City-wide resource for emissions reduction and sustainability efforts. Responsibilities include program development, obtaining grants, implementation and reporting. Uses technical software to model, monitor and evaluate progress towards meeting goals. Serves as staff liaison to both internal and external community partner organizations, elected officials and regional partners. Reports on compliance with state and federal laws and regulations. Because of the small number of city employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements CAP programs to achieve City GHG emissions reduction targets
- Responsible for overall program strategy, coordination, evaluation, budget preparation and monitoring, cost-estimating and problem-solving
- Responds and adapts to changing program priorities and goals as set by City Council
- Measures and tracks metrics for success; uses technical software to conduct and analyze greenhouse gas emissions inventories, and model, monitor and evaluate the City's progress towards meeting climate goals
- Implements program revisions and updates based on the effectiveness of current program elements
- Meets with department leadership across the City, performs research on strategies and recommends changes to departments, helps problem-solve implementation issues, and tracks progress towards goals
- Coordinates with City departments to evaluate, develop and strengthen departmental and city-wide policies, procedures and regulations in support of the CAP
- Lobbying and advocating on the City's behalf to ensure that the City's climate goals are being heard and addressed at state and federal levels
- Conducts greenhouse emissions assessments using industry standard software for municipal and community emissions

- Performs research and analysis of emission reduction measures to inform program implementation efforts
- Works closely with Education and Outreach staff to plan and develop education programs to promote implementation of CAP measures and other sustainability initiatives including public awareness and behavior change programs
- Develops and manages contracts and interlocal agreements to implement CAP measures as needed
- Develops, writes, and administers grant applications in support of the City's climate and energy programs
- Serves as the City's climate and energy programs liaison to outside entities including jurisdictions, agencies, contractors and non-governmental partners
- Develops strategic partnerships within the community to facilitate and expand emissions reduction and energy conservation efforts in support of the CAP
- Monitors federal, state and/or local regulations and guidance and recommends actions to achieve compliance with climate and energy policies and practices
- Perform other duties as assigned

QUALIFICATIONS

Knowledge & Skills:

- Knowledge of current trends, practices, technology, and information affecting the climate and energy fields
- Knowledge and understanding of multiple City department's roles and responsibilities specifically related to energy/resource conservation
- Knowledge of current principles, practices, strategies and techniques related to energy conservation, specifically which is derived from fossil fuel sources
- Knowledge of federal, state and local energy and climate change codes, regulations, and policies
- Knowledge of developing, writing and administering grant applications
- Demonstrated understanding of climate change issues, including greenhouse gas inventories and strategies for reducing greenhouse gas emissions
- Excellent project management skills, including skill in planning, organizing, evaluating and analyzing problems and implementing plans and programs and resolving issues
- Excellent oral and written communications skills
- Requires well-developed human relation skills to work productively and cooperatively with diverse teams, and exercise patience when dealing with internal and external customers

Abilities:

- Requires the ability to communicate complex information clearly using simple, commonly accepted language, with ability to make effective, polished public presentations to diverse audiences

- Requires the ability to research, collect, analyze, organize, synthesize and present a variety of research data accurately and clearly in written or graphic form including computer-generated products
- Must be able to proficiently use software applications such as spreadsheet, database management, presentation and word processing programs
- Must be able to interpret, apply, and communicate rules, regulations, laws and ordinances
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services

Education and Experience:

The position typically requires a Bachelor's degree in Environmental Science, Environmental Policy, Environmental Management, Energy Studies or related field, and four (4) years of progressively responsible experience, including program management, in emissions reductions programs or related field. Any equivalent combination of education, experience and training that provides the knowledge skills and abilities may be considered.

Preferred But Not Required:

Knowledge of common functions and issues in city government.

Licenses and Certificates

- A valid Washington State Driver's License is required in order to drive throughout the City of Kenmore or King County to perform work, attend meetings, or represent the City at local or regional meetings, and to drive a City vehicle. If selected for this position, a good driving record with a three (3) year driving record abstract would be required.

ADDITIONAL INFORMATION

- **Work Environment** – Work performed will primarily take place indoors in an office environment. Some work can be expected to be performed in the community alongside project partners.
- **Hours of Work** – City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position requires you to be available for evening hours to attend or present in-person at City Council meetings as needed, or attend in-person, evening or weekend meetings when necessary.
- **Security Requirements** – The successful candidate must pass a post-offer, pre-hire criminal background check.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Environmental Services Department
FLSA: Exempt

City of Kenmore
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