

CLIMATE JUSTICE FELLOW

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position within Ulster County Government which works collaboratively with various county departments and stakeholders, focusing on the advancement of climate justice and clean energy priorities for disadvantaged communities, improving energy efficiency and sustainability in the local community. The incumbent is responsible for a range of activities including developing public engagement strategies, aiding in the implementation of the Ulster County Climate Corps, and enhancing emergency management plans, with a focus on climate resilience. The work involves building working relationships, developing outreach materials, creating and implementing outreach programs and conducting visits as appropriate to promote these initiatives. The work is carried out in accordance with accepted professional practices and within the operational guidelines of the relevant Ulster County Department. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Creates and implements outreach programs targeting low- and moderate-income households, communities of color and seniors;

Enhances emergency management plans with a focus on climate resilience;

Mentors interns;

Assists in content creation and data analysis for the County's climate action webpage;

Maintains appropriate business and/or agency contact databases related to these programs;

Assists in the establishment of working relationships with other agencies, funding sources, outside contractors, regulatory authorities and interested parties to meet program goals to the maximum extent possible;

Actively engages households, businesses, not-for-profits, and communities to provide professional support in specific environmental program and environmental project development efforts;

Develops outreach and public relations materials to be used to support Ulster County residents, businesses and/or not-for-profits in environmental project development and arranges for distribution of such materials;

Meets with community groups, business and/or not-for-profits regarding environmental projects and programs;

Prepares and types a variety of correspondence on environmental matters;

Attends various training sessions;

May supervise subordinate staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the fundamentals of environmental programs within New York State; good knowledge of environmental planning, building science, energy efficiency and/or sustainability; ability to establish and maintain effective working relationships with local businesses and agencies; ability to develop outreach and public relations materials; ability to accurately record and report work efforts and results; ability to plan and coordinate the technical work of others; ability to elicit staff cooperation and support of others; initiative and resourcefulness; good powers of observation, perception and analysis; tact, courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's or higher-level degree in Environmental Science, Business, Public Administration, Education, Planning or closely related field; **OR**
- B. Possession of an Associate's Degree in Environmental Science, Business, Public Administration, Education, Planning or closely related field and two (2) years of full-time paid or its part-time equivalent, responsible work experience in energy management, environmental planning, or similar experience; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid or its part-time equivalent, responsible work experience in energy management, environmental planning, or similar experience; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
1373 CLM JS FLW
Classification: Competitive
MGT

Adopted: June 4, 2024