

Town of West Tisbury, MA

CLIMATE/ENERGY COMMITTEE ASSISTANT

Position Purpose:

This position provides general administrative support for the Energy and Climate Advisory Committees and coordinating with the Select Board and Town Administrator as needed. All operations (emails, correspondences, document reviews, letters, etc.) are handled by the administrative assistant and brought to the committee for review and changes if need be. This role attends committee meetings, composes minutes, and answers questions of the public in the implementation and management of the Town's energy efficiency, resiliency and climate mitigation priorities. Performs all other related work as required.

Supervision:

Supervision Scope: Performs duties of a responsible and varied nature requiring independent judgment in the carrying out of projects and work priorities as assigned within department guidelines.

Supervision Received: Works independently under the general direction of the Energy and Climate Action Committees receiving instructions regarding projects and their schedules.

Supervision Given: None

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Interacts with other town departments, town businesses, the general public, and town officials.

Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Grant research and participation in writing requests.

Ability to review energy efficiency reports from the Town's energy database, car charger statistics, and the solar performance of town sites and make raise questions, and or make recommendations accordingly

Ability to analyze survey data

Follow ups associated with ongoing energy and climate programs.

Submits pertinent information for the inclusion on the Town's website.

Attends and administers Board meetings and other meetings both in Town and throughout the Island as needed.

Performs similar or related duties as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Degree required, Associate's or Bachelor's Degree preferred; 2 - 4 years of Administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or any equivalent combination of education and experience.

Special Requirements:

A valid Massachusetts motor vehicle license is required.

Knowledge, Ability and Skill:

Knowledge: Familiarity with the issues and programs related to climate change or energy efficiency. A collaborative style and communicative ability. A background in science is a plus. Familiarity with the Vineyard, and the issues in the community, especially West Tisbury.

Experience with two or more of these tasks area is required.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skill: Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications, Skill in the use of the above mentioned equipment

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to walk, stand, sit, communicate, and hear; ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Occasionally lifts/moves objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)