

## BENTON COUNTY POSITION DESCRIPTION

<b>CLASSIFICATION</b>	<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>FLSA STATUS</b>
Program Coordinator	C	4	1	Non-Exempt
<b>POSITION TITLE:</b>	Climate Crisis Coordinator		<b>POSITION#:</b>	
<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b> <b>(Check one)</b>	<b>Date:</b>	10/26/2021		
<b>SERVICE TYPE:</b>		NON-REP		
<b>Employee Name:</b>		<b>Department:</b>	Board of Commissioners	<b>Supervisor:</b>
<b>FTE:</b>	0.1	<b>Employment Status:</b>	TEMPORARY	

**Position Summary:**

Provides technical assistance and subject matter expertise for Benton County’s greenhouse gas emissions inventory; including but not limited to refining the inventory, supporting the Climate Action Intern, and exploring innovative technologies to reduce the County’s emissions. Researches carbon sequestration on County-owned lands; including, estimating carbon capture from ecosystem sources, collaboration with Natural Areas, Parks and Events Department, and exploration of a carbon sequestration program.

**Essential Duties:**

No.	Major Functional Area (MFA)	% of Time
1	<b>MFA:</b> Technical Assistance <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Review, enhance, expand, and refine Benton County’s greenhouse gas emissions inventory, including exploring and researching carbon coefficients, inventory protocols, and various organizational input sources.</li> <li>Support Climate Action Intern with inventory data entry, creating new fields and/or categories, and calculating the County’s annual greenhouse gas emissions.</li> <li>Research emerging and innovative technologies and applications that reduce our organizations greenhouse gas emissions, carbon capture, and related climate crisis mitigation efforts.</li> </ul>	50%
2	<b>MFA:</b> Research Assistance <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Conduct research on estimating carbon sequestration on county-owned lands from a variety of sources; such as, wetlands, forests, grasslands, and developed lands.</li> <li>Work with Natural Areas, Parks, and Events Department to calculate carbon sequestration from county-owned parks and natural areas.</li> <li>Research carbon sequestration program development; including, contacting other jurisdictions with similar programs, work with local partners regarding program feasibility, and develop a recommended action plan for implementation.</li> </ul>	40%
3	<b>MFA:</b> Program Assistance <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Provide general programmatic support related to climate crisis and greenhouse gas emissions and sequestration; including, website development and upkeep, outreach and engagement opportunities, presentation creation, and potential correspondence.</li> </ul>	10%
	<b>And other duties as assigned.</b>	
<b>Percentages should total 100%</b>		<b>100%</b>

Special Requirements:

Preferred: Valid driver's license and acceptable driving record.  
Bachelor's Degree in or related to climate sciences/studies, environmental sciences/studies, sustainability, or related field required, Master's Degree preferred

Physical Requirements:

The working environment is an office setting. Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.