

## **Director of Smart Growth/Smart Energy**

Agency Name: Executive Office Of Energy and Environmental Affairs

Position Type: Manager

Full-Time

Salary Range: \$41,017.08 to \$90,561.63 Annually

Facility Location: 100 Cambridge St., Suite 900

Posting ID: J14579

### **DUTY STATEMENT:**

The Executive Office of Energy and Environmental Affairs (EEA) directs and coordinates all state policy aimed at preserving and protecting the natural resources, and the environmental integrity of the Commonwealth.

### **DUTIES:**

The Director of Smart Growth / Smart Energy is the primary policy analyst for the Secretary on a wide array of sustainable development and climate change issues. Working with the Assistant Secretary for Policy, the Director of Smart Growth/Smart Energy helps formulate and promote policies dedicated toward the implementation of sustainable land use practices in the Commonwealth of Massachusetts. These policies develop from the Director's interaction with the network of environmental agencies within the Commonwealth, and the Director also coordinates with other agencies whose conduct and policies affect sustainable development and climate change, such as the Executive Office of Transportation and Construction and the Department of Housing and Community Development. The Director develops a Smart Growth/Smart Energy work plan for EEA and has input in the work plan of related agencies on issues affecting sustainable development. The Director has responsibility for implementation of the EEA Smart Growth/Smart Energy work plan and supports the work plans of other disciplines when feasible. Such implementation includes the detailed development of projects (including projected budgets) designed to achieve the plan goals as well as follow-up evaluation of plan achievements. Specifically, the Director shall:

- a) Analyze and develop policy with EEA and other Secretariats:
- b) Advance legislative objectives
- c) Manage EEA's Smart Growth/Smart Energy Team
- d) Conduct public outreach
- e) Other duties as assigned

**SUPERVISION:** The Director will report directly to the Assistant Secretary for Policy.

### **MINIMUM ENTRANCE REQUIREMENTS:**

Familiarity with all relevant federal statutes and state smart growth and smart energy policy frameworks

An understanding of the impacts of land use and growth

An understanding of the causes and impacts of climate change

Three years of relevant policy-related experience

Proven proficiency in growth strategy technical analyses

Logical and clear oral and written skills

Good leadership skills

Master's degree (or higher) in related field(s)

### **QUALIFICATIONS REQUIRED AT HIRE:**

Proficiency using computer tools, including the tools provided by the Microsoft Office software package

Ability to work in a cooperative manner with contractors, local and state officials, and the general public.

Ability to inform the public about smart growth and smart energy issues and respond to questions

Ability to inform the public about climate change issues and respond to questions  
Ability to inform legislators about smart growth and smart energy and legislature proposals

#### QUALIFICATIONS ACQUIRED ON THE JOB

Knowledge of the principles and practices of management, including planning, organizing, directing, motivating, controlling, and decision-making.  
Knowledge of the organization goals, objectives, and programs of EEA.  
Knowledge of the laws, rules regulation, policies, procedures, specifications, standards, and guidelines governing EEA operations  
Knowledge of the principles and practices of organizational behavior.  
Knowledge of the principles and practices of budgeting as it relates to program management  
Knowledge of the principles and practices of employee relations.  
Knowledge of the organization of state government.  
Knowledge of state budgetary procedures.  
Ability to resolve personnel conflicts effectively  
Ability to delegate authority effectively.  
Ability to anticipate and analyze difficult situations and take corrective action to prevent problems from occurring.

LICENSE OR CERTIFICATION REQUIREMENTS: The candidate must hold a valid Massachusetts driver's license.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) five years of full-time, or equivalent part-time, supervisory or managerial experience in business administration, business management, or public administration. SPECIAL REQUIREMENTS: None.

Preferred Qualifications:

Ability to address multiple projects and prioritize workload  
Ability to communicate effectively and provide thorough technical and strategic analysis  
Knowledge of state, regulations and policies regarding land use and development.  
Curiosity and interest in exploring innovative policy prescriptions

Comments:

To access the application go to [www.mass.gov/envir](http://www.mass.gov/envir) and select Employment Opportunities then EOE standard application. The employment application must be included with the resume and cover letter.

NO FAX OR EMAIL RESUMES AND APPLICATIONS PLEASE.

Salary is commensurate with experience.

Go to [www.mass.gov/envir](http://www.mass.gov/envir) to learn more about the Executive Office of Energy and Environmental Affairs.

How To Apply:

Mail cover letter and resume and employment application to:

Executive Office of Energy and Environmental Affairs  
Human Resources Dept.  
100 Cambridge St., Suite 900  
Boston, MA 02114

Attention: P. Christopher  
posting ID J14579

Agency Web Address:

<http://www.mass.gov/envir/>

Full posting:

[https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job\\_view.do?postingId=J14579&code=search.public&companyId=9&words=smart,%20growth&mgtNonMgtType=Management](https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job_view.do?postingId=J14579&code=search.public&companyId=9&words=smart,%20growth&mgtNonMgtType=Management)

Diversity Officer:

Mr. Maurice B. Wright, (617) 626-1161

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.