



Title: **Planning Technician**
Location: Truckee, California
Start Date: 7/1/2017
Type: Full Time
Open until: Filled
Salary Range: \$35,000 – \$40,000 (Annual)

Summary of Position:

Sierra Business Council (SBC) is seeking an enthusiastic individual to join SBC's growing Climate Planning team. The ideal candidate will be passionate about engaging and assisting communities, local governments and special districts in the Sierra Nevada to address issues that affect the social, economic and environmental resources of the region. The position will support development and implementation of energy and climate action plans, which requires a working knowledge of current climate and energy policy, standards and best practices. The position also requires the ability to distill that information for a variety of audiences in both the development and implementation processes.

The Planning Technician position requires entry-level planning and Greenhouse Gas (GHG) emissions experience. The position will be a key member of our Climate Planning team developing GHG inventories, energy action plans, and climate action plans. Our team is focused on designing plans that are collaboratively crafted with goals, strategies and decision support tools to achieve significant emissions reduction and cost saving measures for communities and jurisdictions in the Sierra Nevada.

The position will report directly to the Program Director of SBC's Climate Planning team. The position is located in Truckee with moderate to significant travel requirements throughout the Sierra Nevada region, and will occasionally include unusual working hours, such as public meetings that could run late into the evening.

Duties

- Facilitate public workshops and energy working group meetings comprised of community stakeholders in order to collect, interpret and analyze public input
- Review existing policies, codes and plans relating to GHG emissions, energy efficiency, renewable energy, and water efficiency
- Quantify and analyze potential energy and GHG reduction measures
- Draft energy and climate plans, policies and code language
- Work closely with jurisdictional planning and outside agency staff
- Assist on other SBC program tasks as required and available

Position Requirements

- BA/BS, MS or other certificate in City and Regional Planning, Land Use Planning, Environmental Planning, Environmental Studies, Energy Engineering, or related degree.
- Experience with GHG emissions calculations, energy and climate policies, environmental planning, local government planning, or contract planning
- Experience with Microsoft Excel, Word and PowerPoint
- Experience working with local governmental agencies and/or non-profit organizations



- Dedication to a mission driven organization that promotes sustainability in economic, social, and environmental sectors

Desired Experience

- Experience with CEQA, NEPA, Title 24 energy and green building standards, and other energy efficiency policies, including AB 32 or SB 375
- Experience with State climate planning documents including AB 32 Scoping Plan, Cap & Trade Investment Plan, and Existing Buildings Energy Efficiency Action Plan.
- Experience with GHG Reduction Fund grant applications
- Project management experience
- Expert writing and formatting skills
- Expert data analysis and interpretation skills
- Ability to work in a collaborative team
- Ability to exercise discretion and independent judgment

This is a full-time, Monday - Friday position at SBC's office in Truckee, CA. The work is performed in a general office setting with occasional travel requirements. Minor physical exertion is expected in daily work.

Please send resume and cover letter to Tyra Frizelle at careers@sierrabusiness.org with the position title in the subject line

For additional information about Sierra Business Council please visit: www.sierrabusiness.org