



**TOWN OF SNOWMASS VILLAGE  
CARBON FOOTPRINT DATA ANALYST  
TOWN MANAGER'S DEPARTMENT**

**Contract Position:** This is a contract position with a clear start and end date.

**Scope of Work:** The Town of Snowmass Village has recently become a member of ICLEI – Local Governments for Sustainability. With that membership, TOSV will be utilizing the CACP Software to determine the Town’s carbon footprint. The goal of this contract position is to research, coordinate and create reports for TOSV’s carbon emissions for tracking purposes. This person will present TOSV with useable data for reducing consumption as well as recommendations on how to reduce consumption.

- #1 – Research utility consumption in TOSV
- #2 – Input data into ICLEI database
- #3 – Create report from database
- #4 – Analyze data
- #5 – Provide recommendations on reduction

**Position Summary:** Performs a variety of duties to coordinate, track, analyze, and create reports for TOSV’s Carbon Footprint program.

**Supervision Received and Exercised:** Position is supervised by the Community Relations Officer. Position is non-supervisory and will not be permitted to use Town office space or computers.

<b>Job Responsibility</b>	<b>Task</b>	<b>Frequency</b>
<b>ICLEI Database Manager</b>	Coordinates, maintains, and creates reports for TOSV’s carbon emissions for tracking purposes. Responds to all requests for reporting data from the Environmental Advisory Committee (EAC).	75%
<b>Research</b>	Works to research and inform staff on applicable national and international carbon accounting and financing practices, i.e., funding opportunities.	10%
<b>Development and Outreach</b>	Creates and assists in the design and implementation of educational and public relations materials.	5%
<b>EAC Liaison</b>	Attends EAC meetings when necessary.	5%
<b>Departmental Support</b>	Provides verbal and written communication to public and the EAC. Compiles data and creates reports as assigned related to special projects.	5%

Performs additional duties as required and/or requested. Position will adhere to all safety policies of TOSV while performing all duties assigned.

**Minimum requirements to be considered for this position:**

<b>Education</b>	Associates Degree required, Bachelor's degree preferred	Environmental Issues or a related field.
<b>Work Experience</b>	One (2) years	A clear understanding of public utilities like gas, electric, etc. Research, analysis, accounting, and data management.
<b>Computer Skills</b>	One (2) years	Microsoft Word, Excel, Email and CACP software
<b>Licenses</b>	Valid Colorado driver's license.	

Any combination of experience and education that would likely provide the same job-related knowledge, abilities and skills may be substituted for the requirements above.

**Compensation:** Contract employee with no TOSV benefits package.