

## SOUTH FLORIDA REGIONAL PLANNING COUNCIL

### POSITION DESCRIPTION

**Position:** Southeast Florida Clean Cities Coordinator/ Regional Planner

#### **Responsibilities**

The Southeast Florida Clean Cities Coordinator is responsible for running and developing the Southeast Florida Clean Cities Coalition. Clean Cities is a program of the US Department of Energy dedicated to advancing the nation's economic, environmental and energy security by supporting local decisions to adopt practices that contribute to the reduction of petroleum consumption and the increased usage of domestic, alternative fuels in the transportation sector. This position engages frequently with public and private sector stakeholders and members and works to expand the Coalition's influence through expansion of technical literacy related to transportation issues and education on federal, state, local and private incentives. The Coordinator is responsible for meeting the required Department of Energy deliverables for the Coalition, in addition to the coordination of grant deliverables associated with new and existing projects related to Clean Cities.

#### **Duties**

- Technical assistance to local member governments in the Region, as well as State agencies.
- Responsible for all meetings and events related to subject area, tracking of progress of the subject area applicable projects.
- Speaking engagements at larger conferences, like the Florida Energy Summit and smaller workshops and luncheons.
- Management of the Clean Cities Annual Report which is a comprehensive alternative fuel survey of stakeholder fleet data.
- Assuming lead role in three-year Clean Cities re-designation process.
- Participation in national Clean Cities conferences, summits and exchanges.
- Development of a Clean Cities Project Management Plan and quarterly alternative fuel price updates, as well as agreement quarterly progress reports and task interim reports.
- Communications with DOE Regional Project Manager, Task Lead and Clean Cities Coordinator Council members, providing activity updates.
- Dedicated fleet outreach, educating fleet administrators and facilitating alternative fuel conversions.
- Liaison with other Florida Clean Cities Coalitions and other state agencies, as needed, including but not limited to FDOT, MPO Advisory Council and Florida Department of Agriculture.

#### **Knowledge, Skills & Abilities**

- Knowledge of planning principles and practices.
- Excellent communication skills, including verbal, written, and public speaking.
- Grant management.
- Public involvement, education, and outreach with public and private sectors.

## **Education/Experience**

- Master's in Urban Planning, Public Administration, Environmental Studies or a related field or five years' experience in high level transportation planning, alternative fuel management.
- Knowledge in strategic planning issues.
- Experience networking with elected officials, managing boards and committees.

## **Salary**

Negotiable

Interested candidates should submit a letter of interest and qualifications to [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com).

## **For additional information, please contact:**

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