



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Sustainability and Innovations Electric Vehicle Coordinator

Job Code: 402290	
Service Area: City Administrator	
Service Unit: Sustainability & Innovation	
Salary Grade (Non-Union): 5	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Sustainability and Innovations Director	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: No	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: Temporary employees and interns as needed	
Description Prepared By M. Stults 11/25/2024 HR Review – CW, EAJ 12/20/2024 Legal Review of Physical Requirements – MR 1/22/2021	

Date Job Description Finalized

12/20/2024

Role Summary

Performs administrative and professional work of a complex nature, including developing, co-leading, and supporting the identification, planning development, implementation, and deployment of incentives and electric vehicle charging infrastructure throughout the City of Ann Arbor. Includes starting and supporting the start-up of new projects and managing projects with significant internal and community involvement. Administers, plans, coordinates, staffs, organizes, and monitors the activities of the assigned programs. Supervises interns and temporary employees, helping them grow individually and professionally. This position is grant funded for a period of four (4) years. There is no guarantee of employment after this time period.

Duties

Duties are performed under the general supervision of a Senior Analyst or designee and may include the following:

Essential Duties

- Co-lead and support existing and new community electric vehicle-related programs including working with regional partners to scale existing programs and create new initiatives.
- Lead implementation and grant reporting for City's Charging and Fueling Infrastructure Grant award.
- Conduct extensive research, community engagement, and collaboration with other City units to advance electric vehicle-related projects and programs.
- Support interventions in utility regulatory cases when relevant to electric vehicles.
- Work with team members to design, implement, and support programs to increase the adoption of electric vehicles throughout the community. Lead efforts to decrease soft costs of electric vehicle adoption and use.
- Use a variety of tools to engage the public in the sustainability, climate, and energy activities, including organizing meetings to solicit input and generate dialogue with a wide array of community stakeholders.
- Track sustainability-related performance, including making programmatic adjustments to achieve stated goals more effectively.
- Participate in and give guidance to the City's Capital Improvements Plan process, as assigned.
- Conduct ongoing research into promising electric vehicle practices, emerging trends, and potential opportunities for existing and new electric vehicle-related innovations, policies, programs, and projects.
- Support policy development, including writing Council resolutions, policy briefs, and external communication and educational pieces on relevant policy and programmatic initiatives.
- In concert with other team members, develop new partnership opportunities with utilities, institutes of higher education, nonprofit organizations, other City divisions, other municipalities, the corporate sector, neighborhood groups, and other stakeholders to advance electric vehicle-related activities.
- Support grant applications to help advance sustainability-related work.

- Attend and share information at conferences and workshops on a state and national level to publicize the City's accomplishments and learn how to improve our programs.
- Innovate individually and with the team to identify new opportunities to achieve the City's A²ZERO goals.
- Support public Commissions and sub-committees of Commissions working on relevant electric vehicle-related initiatives.
- Build and maintain long-term relationships and trust with stakeholders to ensure the effective implementation of decarbonization strategies.
- Support other Office of Sustainability and Innovations team members, as needed, to advance the Office's shared goals of achieving a just transition to community-wide carbon neutrality.

Related Work

- Provide project management on assigned tasks and initiatives, including limited budget management, full metric tracking, and task management.
- Provide grant management, including quarterly and annual reporting.
- Supervise interns and temporary employees, helping them grow.
- Supervise or coordinates complex processes, especially regarding projects with significant community involvement.
- Apprise unit manager of operational progress through periodic reports and identify and respond to issues with sub-unit, unit, service areas or citywide impact.
- Coordinate with other sub-units, units, service areas, agencies, municipalities, and organizations to optimize unit operations and public benefit.
- Present plans and design concepts effectively at public meetings.
- Organize and facilitate community engagement activities.
- Address complaints and inquiries from citizens and others.
- Participate in the training of permanent and temporary employees.
- Participate in the Urban Sustainability Directors Network and other local government networks to help further the City's development of electric vehicle-related programs.
- Update City web pages as needed to maintain a public record of projects, and develop additional communication media in multiple formats to communicate initiatives.
- Perform other duties as assigned.
- Evening and weekend hours required. Limited travel also required.

Knowledge of: (position requirements at entry)

- Electric vehicles and electric vehicle charging, including EVSE installation and activation practices
- Project management principles and practices
- Grant writing and grant management including delivery and closure
- Behavior change strategies
- Equity principles and best practices
- Public engagement and facilitation principles and techniques
- Computers and software applications used in business settings (e.g. Microsoft Office, Excel, PowerPoint)
- Outstanding customer service principles and practices

Skills and Ability to:(position requirements at entry)

- Work collaboratively and effectively with a wide variety of functional staff and community members to advance shared goals.
- Interact with operating personnel and apply A²ZERO goals to help solve operational challenges.
- Set priorities and coordinate a variety of projects while meeting critical deadlines.
- Balance multiple projects and priorities simultaneously – can manage a high-volume of emails, Teams messages, and phone calls.
- Accurately interpret and implement policies, procedures, and regulations.
- Problem solve and demonstrate decision making and analytical prowess.
- Effectively communicate, both verbally and in writing, to a diverse audience, including stakeholders with basic or advanced understanding of sustainability topics.
- Develop and maintain non-partisan, respectful, and effective working relationships at all levels within the organization.
- Negotiate effective and creative solutions to difficult conflicts.
- Coordinate and independently perform technical research and studying, analyzing, and presenting the results.
- Listen to understand the intended meaning of the message.

Equipment

Computer and software applications, copier, calculator, telephone, and other miscellaneous office equipment.

Education, Training and Experience (position requirements at entry)

Required:

- Bachelor’s Degree in one or more of the following areas: electric vehicles, energy, sustainability, engineering, environment, planning, public policy, or related field. (three (3) additional years of experience can replace the degree requirement)
- Two years of professional experience working on sustainability-related topics.
- Public speaking experience; developing and delivering presentations to a diversity of audiences.
- Demonstrated quantitative and qualitative analytical skills.
- Demonstrated experience working with groups of people to reach a common goal.
- The City of Ann Arbor will consider an alternative combination of education and experience

Preferred:

- Master’s Degree in Urban Planning, Natural Resources, Public Policy, or a related field.
- At least 5 years of relevant experience
- Prior work experience in municipal planning and sustainability.
- Experience managing the installation of EV chargers
- Experience writing and reviewing Requests for Proposals
- Experience working on Federal grants
- Strong quantitative and qualitative analytical skills with significant Excel experience.
- Strong program management and independent project management experience with an emphasis on public sector project work in the sustainability field.

Licensing Requirements (position requirements at entry)

None

Physical Requirements

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.