



**DATE:** March 6, 2024

**TO:** Board of Education

**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

**SUBJECT:** Approve the Job Description for the Energy Conservation/Sustainability Manager

**PRESENTED BY:** Michael Shepherd, Executive Director of Human Resources

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**ACTION REQUESTED**

Approve the proposed job description for the Energy Conservation/Sustainability Manager position.

**BACKGROUND INFORMATION**

On September 6, 2023, the Board was presented with a job description for the Project Manager and Energy Conservation/Sustainability Coordinator. This position was intended to provide project management and administration for a variety of facility-related projects, including large capital improvements and maintenance. In addition, this position would be responsible for compiling and tracking energy usage data, updating the District Energy Conservation Plan, and researching and coordinating District sustainability initiatives, as it relates to facilities and operations. This was approved by the Board on September 6, 2023.

Due to the lack of qualified applicants, the District is separating the position into two positions, Project Manager and Energy Conservation/Sustainability Manager.

The Energy Conservation/Sustainability Manager is responsible for the coordination of the Energy and Sustainability Programs for the entire District. TTUSD seeks to achieve significant energy, cost, and resource savings while minimizing environmental impact through reducing the District's energy use, carbon footprint, and greenhouse gas emissions.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Tichelle Criswell, Administrative Assistant for Mike Shepherd, Executive Director of Human Resources

Attachment: Job Description Draft for the Conservation/Sustainability Manager