Loudoun County, Virginia, is seeking an Energy & Environmental Program and Policy Administrator to join the energy and environmental team under the Department of Construction & Waste Management. As an Energy & Environmental Program and Policy Administrator, you will lead the County’s energy and environmental policy and program development and implementation efforts for protecting, sustaining and enhancing the County’s air and water quality, soils, landscape and wildlife, and other natural and manmade resources. Responsibilities include conducting research, performing analysis and providing decision support to County Administration, the Board of Supervisors and Departments in the areas of environmental policy and programs. This position will lead multi-departmental teams to develop and maintain County policy, programs, and procedures; establish and maintain an information network for Federal, State and local legal, regulatory and ordinance updates and policies; respond to public inquiries regarding the County Energy Strategy and environmental programs and policies; and coordinate information and education about the County’s energy and environmental programs and leadership efforts. The successful candidate will be able to work effectively with all levels of staff and the Board of Supervisors, demonstrate strategic planning skills, manage multiple projects and priorities, provide expert technical advice on a wide variety of energy and environmental issues, influence stakeholders, communicate effectively, and be able to achieve desired outcomes in a public sector environment. A working knowledge of Microsoft Office is required. The ideal candidate will possess excellent verbal, writing, and presentation skills.

Requires a combination of education and experience equivalent to a Master’s Degree in Environmental Science, Energy & Environmental Management, Natural Resource Management or/and related field and four years of professional experience and demonstrated effectiveness in coordinating and managing significant energy and/or environmental program and policy efforts.

Must possess a valid driver’s license. Certified Environmental Professional (CEP) or Certified Energy Manager (CEM) preferred. Must be able to flex work schedule to accommodate night meetings of Board Committees, public meetings, etc.