



The Climate Registry

Job Description
Manager, Registry Information Systems
Los Angeles, CA

The Climate Registry (the Registry) is the leading greenhouse gas (GHG) registry in North America. Over 50 U.S. states, Canadian provinces, Mexican states, and Native Sovereign Nations have joined together to centralize and standardize GHG emission management. Based on GHG accounting and verification best practices, the Registry has developed protocols to help organizations calculate, report, and verify GHG emissions annually. Registry Reporters include corporations, non-profit organizations, municipalities, state agencies, and other entities. More information about the Registry is available at: www.TheClimateRegistry.org.

The Registry offers a hands-on, fast-paced work environment, and tremendous potential for growth and advancement. This position provides the opportunity to join a team playing a leading role in developing climate change policy in North America.

PRIMARY RESPONSIBILITIES

The Manager, Registry Information Systems (Manager) is a full-time, exempt position. This position will report to the Vice President, Policy. The Manager will oversee all aspects of the Climate Registry Information System (CRIS), focusing primarily in three key areas:

- 1) Developing new CRIS functionality. Managing the Registry's technical contractor to ensure that new functionality is developed, tested, and launched in a timely, cost effective fashion;
- 2) Ensuring that CRIS meets all stakeholders' needs (Reporters, Verification Bodies, the Registry, the public, etc.), and provides a user-friendly, positive experience; Troubleshooting all problems in a timely fashion; and
- 3) Managing the transfer of data to and from CRIS to minimize duplicative data input.

Develop New CRIS Functionality (50%)

The Manager will oversee all new CRIS developments. In the near term, this will include the development of modules to support: 1) mandatory reporting programs, 2) robust verification processes, and 3) additional Registry automation. Specific activities include:

- Managing all contracts with the Registry's technical contractor
- Surveying stakeholders to determine functional needs
- Reviewing functional specification documents to ensure expected functionality will result from the development
- Monitoring development and providing content and direction, as needed
- Developing adequate testing mechanisms (beta testing, etc.) to ensure new functionality works properly
- Developing appropriate help functions and documentation

- Launching new functionality
- Communicating new functionality to appropriate stakeholders; developing additional trainings, as necessary
- Managing the annual budget for CRIS development

Oversee CRIS Operations (20%)

The Manager will be responsible for all aspects of the CRIS application. Specific activities include:

- Working with the Registry's technical contractor to troubleshoot any bugs in a timely fashion
- Regularly tracking and monitoring CRIS traffic; running analytical reports; security checks; etc.
- Working with other Policy staff, developing CRIS orientation sessions and training tools
- Tracking and responding to all stakeholder feedback
- Serving as the Registry's primary contact for CRIS

Manage Data Transfer (20%)

The Manager will work closely with U.S. EPA and key stakeholders to ensure that the forthcoming consolidated data exchange schema will allow appropriate transfer of GHG data to and from CRIS. Specifically, this will include:

- Reviewing the draft consolidated data exchange schema
- Working with stakeholders to design data flows and develop appropriate case studies to test the schema
- Implementing overseeing, testing, and evaluating the case studies
- Refining and finalizing the schema
- Developing instructions for Registry stakeholders to use the schema
- Troubleshooting any problems associated with data transfer
- Developing QA and reviewing processes for all imported data
- Monitoring all data transfers to ensure data integrity
- Identifying strategic opportunities to utilize data transfer to meet the goals of the Registry

Policy Support & Administration (10%)

The Manager will work cooperatively with Policy staff to implement the Registry's programs. The Manager will oversee all aspects of the website pertaining to CRIS. Additionally, the Manager will represent the Registry in speaking engagements and in meetings related to CRIS. The Manager will also work with all staff to streamline and automate Registry operations via CRIS.

QUALIFICATIONS

- At least five years experience developing or managing robust interactive database systems (while beneficial, no programming skills are required)
- At least two years experience in climate change or environmental policy
- Superior oversight, project management, and contractor oversight skills
- Proven ability to successfully manage database projects on time and on budget
- Demonstrated experience working with government agencies, expert stakeholder groups, and others

- An advanced degree in a relevant scientific, technical or policy field
- Exceptional organizational, prioritizing, interpersonal and communications skills
- Strong self starter with a proactive management approach
- U.S. citizen or legal right to work in the U.S.

COMPENSATION

The Registry offers excellent opportunities for personal and professional growth. Salary is commensurate with experience. The Registry also offers a comprehensive benefit package including health and dental insurance and retirement saving options.

APPLICATION PROCESS

The position is available immediately. Applications will be accepted through **June 30, 2008** or until filled. Incomplete applications will not be considered. Interested candidates should e-mail, mail, or fax the following documents:

- Cover letter
- Resume
- Writing sample (maximum of five pages)

Search: Manager, Registry Information Services
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The Climate Registry is an equal opportunity employer.