



**The Climate Registry**

**Job Description  
Technical Manager**

The Climate Registry (the Registry) is the leading greenhouse gas (GHG) registry in North America. Over 60 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 Members include corporations, non-profit organizations, municipalities, state agencies, and other entities. The Registry also develops mandatory reporting programs. More information about the Registry is available at: [www.TheClimateRegistry.org](http://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 Technical Manager is an exempt position at The Climate Registry's Los Angeles, CA office, and will play a lead role in the oversight of the Climate Registry Information System (CRIS). The position involves developing new GHG Reporting Tools, guiding key technical architecture decisions, and working with a virtual team to ensure that The Registry's IT systems provide innovative carbon management solutions and an intuitive experience to their stakeholders. Responsibilities of the position include:

- 1) CRIS Development. Assist in the supervision of the Registry's technical contractor to ensure that both new and existing CRIS solutions are developed, tested, and launched on schedule.
- 2) Team Facilitation. Collaborate with all internal and external stakeholders (registry staff, members, mandatory programs and the public) to ensure that CRIS provides creative and reliable approaches to GHG data management.
- 3) Data Communications. Developing data exchange tools that simplify data transfer procedures to support voluntary and mandatory reporting of GHG emissions.

**CRIS Oversight. (50%)**

The Technical Manager will be engaged in the support of existing applications in addition to developing new CRIS solutions with The Registry's technical contractors. In the near term, this will include applications that support voluntary GHG reporting, mandatory programs, and Cap-and-trade initiatives.

Specific activities include:

- Project Lifecycle Management using agile software development methodologies
- Data modeling
- Web interface development
- Business process management and workflow configuration
- Business Intelligence and Reporting tools
- Supervision of issue resolution and customer support functions
- Oversight of hosting environments
- Design and implementation of Help features
- Prepare functional and technical specification documents that clearly communicate requirements and ensure that the expected functionality will be delivered
- Develop test plans from prototype review through beta testing to ensure reliable operation and a high degree of customer satisfaction
- Work with other registry staff to develop CRIS orientation sessions and training tools

### **Data Communications (25%)**

The Technical Manager will design and implement tools to facilitate data exchange with other programs and bulk upload of member data. This work will provide an opportunity to work closely with US States, Canadian Provinces and US EPA to adopt standards and build data communications tools to streamline GHG data management. Specifically, this will include:

- Design and review of data standards
- XML schema development
- Working with stakeholders to design data flows and develop use cases to validate schema development
- Document business rules that ensure an accurate data transfer process
- Provide documentation that simplifies the adoption of data communications procedures
- Build tools that assist non-technical staff in using data exchange tools
- Develop QA processes to validate data transport

### **Team Facilitation (15%)**

This position will lead teams of stakeholders in the planning for programs, ensure that their requirements are met as solutions are developed and follow through after the programs have been implemented to sustain excellent support. Specific activities include:

- Stakeholder analysis
- Facilitate team planning sessions and conference calls
- Collaborate with technical teams to design solutions, including third party contractors and partners
- Prepare and deliver presentations on solutions and projects plans
- Tracking and responding to all stakeholder feedback

### **Policy Support & Administration (10%)**

The Technical Manager will work cooperatively with Policy staff to implement the Registry's programs. This will involve defining IT requirements for implementing new protocols, supporting Verification procedures and developing tools to simplify administration of registry operations.

## QUALIFICATIONS

- Strong self starter with the ability to work independently and prioritize tasks
- 3-5 years experience in technical software development
- A broad mix of technical skills that include some or all of the following:
  - Technical Architecture
  - Experience with open source frameworks such as Joomla or Ruby on Rails
  - Web interface development
  - Agile software development methodologies
  - Business process management and workflow configuration
  - Data modeling and database management (Mysql, Sql Server, Oracle)
  - Data communications and XML schema development
  - Security infrastructure and identity management
  - Business intelligence tools
  - Report generation tools
  - Reference data management
- Some Project Management experience required; previous consulting experience is a plus
- Expertise in climate change or environmental systems management preferred
- Excellent communication and presentation skills
- Exceptional skills with MS Office including Project and Visio
- Demonstrated experience working with government agencies, expert stakeholder groups, and external customers
- 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 considered immediately until the position is 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: Technical Manager, Registry Information Services  
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*The Climate Registry is an equal opportunity employer.*