

# SUSTAINABILITY MANAGER

Approved: December 2023

FLSA: Exempt

Unit: Unrepresented Management



<b>Definition</b>
Under general direction, develops, organizes, and leads citywide sustainability programs related to action on climate change, greenhouse gas emissions reductions, and community resilience; provides direction and oversight for the sustainability team in the City Manager's Office; fosters collaborative working relationships with City departments, intergovernmental and regulatory agencies, community and nonprofit organizations, community members, private businesses, and other stakeholders in sustainability issues; ensures compliance with Federal, State, and local environmental laws and regulations related to climate change and sustainability; provides primary support and administrative oversight of advisory body related to sustainability; administers current and long-term planning activities; provides highly complex and responsible support to the Assistant City Manager, City Manager and management in areas of expertise; and performs related work as required.
<b>Supervision received and exercised</b>
Receives general direction from the Assistant City Manager. Exercises supervision over professional, technical, and administrative support staff.
<b>Class characteristics</b>
This is a management classification that oversees, directs, and participates in the development of all programs and activities of the sustainability division as well as continuous improvement of citywide sustainability efforts. This class provides assistance to the City Manager's Office in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include development, implementation, and administration of policies, procedures, programs, and services; budget administration and reporting; contract administration and program evaluation; and coordination of activities across departments and other partners and stakeholders. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing sustainability division planning and operational goals and objectives; and for furthering City goals and objectives within general policy guidelines.
<b>Examples of typical job functions (illustrative only)</b>
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none"><li>• Plans, organizes, assigns, and reviews the work of assigned staff in the development and maintenance of sustainability programs.</li><li>• Develops, directs, and coordinates the implementation of goals, objectives, procedures, and work standards for the sustainability division; establishes, within City policy, appropriate budget, services, and staff levels.</li><li>• Monitors program operations and staff activities for compliance with Federal, State and local laws, regulations and ordinances.</li><li>• Develops and manages division budget; tracks grant spending; implements citywide grant programs that require administrative oversight and reporting.</li><li>• Evaluates direct report employee performance, counsels and trains employees, and effectively recommends disciplinary action; assists in selection and promotion.</li><li>• Inspects and participates in new development and capital improvement projects, including involving and communicating with community, monitoring budget, monitoring compliance with regulations, reviewing documentation, and managing contractors and consultants.</li><li>• Prepares requests for qualifications and requests for proposals; reviews proposals to ensure conformity with State law, local ordinances and departmental policy.</li><li>• Prepares, negotiates and administers contracts for, and coordinates and monitors, the work performed by outside consultants.</li><li>• Represents the city in meetings and events with representatives from other jurisdictions and agencies, private sector organizations, non-profits, community groups, and members of the general public.</li><li>• Develops and submits Federal, State, and local environmental compliance reports and presentations; responds to questions from the media.</li><li>• Serves as a liaison to City departments, the Environmental Quality Commission, the public, and outside agencies regarding sustainability issues, policies, and efforts; develops and conducts training on sustainability topics for City staff.</li><li>• Oversees the development, planning, and creation of materials for public education, information, and outreach programs regarding sustainability.</li></ul>

- Leads and supports citywide and interdepartmental initiatives and projects.
- Coordinates and integrates program services and activities with other agencies and City departments.
- Provides highly complex professional staff assistance to the City Manager's Office and City Council; prepares and presents staff reports and other necessary correspondence to city staff at all levels, City Council, boards, and commissions; ensures the proper documentation of activities.
- Conducts a variety of studies, needs assessments, surveys and research; identifies future sustainability project and program needs.
- Attends and participates in professional group meetings and committees; stays up-to-date on new trends and innovations in the field of sustainability; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in laws, regulations and technology that may affect City or division operations; implements policy and procedural changes as required.
- Maintains and directs the maintenance of working and official program files.
- Prepares, reviews, and presents various management and information updates, and reports on special projects.
- Performs other duties as assigned.

### Qualifications

#### Knowledge of

- Principles, practices, and techniques of public administration, sustainability policy, energy efficiency, electrification, climate change action, and greenhouse gas emission reduction in a public agency setting.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State and local laws, codes, ordinances, policies, and procedures relevant to assigned area of responsibility.
- Principles and practices of written communication, graphical layout and multimedia techniques, ensuring that work products are clear, usable and effectively convey the intended messages and information.
- Principles and practices of strategic planning and process improvement.
- Principles and practices of budget development, administration and accountability.
- Practices of researching sustainability issues, evaluating alternatives, making sound recommendations.
- Strong presentation skills.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices and methods, including computer equipment, web-based programs and software relevant to work performed.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with various business, community, other public individuals, and various regulatory and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### Ability to

- Plan, organize, direct, and coordinate the City's sustainability team.
- Select, train, motivate, and evaluate the work of staff.
- Effectively administer a variety of sustainability programs, projects and activities.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent program policies and procedures.
- Develop and manage budgets.
- Establish and maintain effective working relationships with elected officials, staff at all levels, and within the community.
- Effectively represent the City in meetings with governmental agencies, community groups, the media, individuals, and various businesses, professional, and regulatory organizations.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Attend meetings and events outside of regular business hours.

- Operate modern office equipment including computer equipment and software programs relevant to work performed.
- Establish and maintain of a variety of filing, record-keeping and tracking systems.
- Use English effectively to communicate in person, virtually, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and experience**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in sustainability, environmental policy or science, public policy or administration, resource conservation, or closely related; five (5) years of increasingly responsible experience in a related field, including at least two (2) years management and/or supervisory experience. A Master’s degree in a field as listed above may substitute for one (1) year of the required experience.

**Licenses and certifications**

- Possession of a valid California driver license and a satisfactory driving record.

**Physical demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually, and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**Environmental elements**

Employees work in an office environment with moderate levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees are also outside with the public and may be exposed to variable temperatures and weather conditions. Employees may interact with upset members of the public in interpreting and enforcing city policies and procedures.