

Sustainability Officer

SUMMARY/PURPOSE

To direct and coordinate the management, implementation, and advancement of the City's sustainability and resiliency program across all aspects of City operations. This position is responsible for enhancing City policies, programs, and initiatives that promote environmental sustainability, energy efficiency, resilient transportation systems, and sustainable utility management. The Sustainability Officer will also advise on ordinances and resolutions and develop related City initiatives. Additionally, this position will serve as a liaison to the broader business community, fostering collaboration on sustainability and resiliency for City of Duluth energy use, transportation, and utilities.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and manage the City's sustainability and resiliency initiatives, including policy development, implementation, and monitoring.
2. Serve as the City's primary liaison on sustainability and resiliency matters, to include engaging with elected officials, agencies, businesses, and residents.
3. Secure and manage grant funding of sustainability efforts, ensuring compliance, reporting, and financial oversight.
4. Conduct policy analysis and advocacy on sustainability and resiliency issues, and act as a technical resource when needed.
5. Communicate sustainability and resiliency goals and progress through public outreach, reports, and informational materials.
6. Develop and track sustainability metrics to measure and report progress.
7. Advise department heads on integrating sustainable practices and evaluating cost-effective investments.
8. Promote sustainability within City operations, providing training and support to employees.
9. Deliver related presentations to City Council, boards, commissions, and other community stakeholders.
10. Supervise and support assigned staff, providing clear direction, coaching, and performance management. Oversee personnel decisions, including hiring, assignments, and disciplinary actions as needed.
11. Work with all City departments to identify, secure and leverage funding for sustainability efforts.
12. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Environmental Science, Physical Science, Natural Science, Biological Science, Urban Planning, Public Administration, or equivalent; and five (5) years of professional program management experience in sustainability environmental or related field, including working in sustainability principles, environmental management and outreach, and/or climate change.
 - B. Master's degree is preferred.

- C. Proven ability to secure, administer and evaluate state, federal, and private foundation grants.
2. License Requirements
- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
- A. Considerable knowledge of current models and programs for urban sustainability, including federal and state policies and measurement/monitoring of sustainability.
 - B. Knowledge of climate science, principles of energy and environmental management, and economic development.
 - C. Extensive familiarity with cutting-edge environmental, sustainability, and resiliency practices.
 - D. Knowledge of public administration and public policy development, including government financing mechanisms and intergovernmental relations.
 - E. Knowledge of project and program management principles.
 - F. Knowledge of techniques to educate employees, citizens, businesses, and stakeholders.
 - G. Knowledge of organizational change management strategies and methods.
 - H. Knowledge of principles and practices of organization, administration, and personnel management including training and performance evaluation.
 - I. Knowledge of the principles of budgeting and finance.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
 - M. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - N. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - O. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
- A. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens, and other customers.
 - B. Strong presentation skills to a wide variety of audiences on environmental policy and issues.
 - C. Strong written and oral communication skills.
 - D. Strong negotiation skills and the ability to mediate differences, reach appropriate decisions, and drive processes and projects forward.
 - E. Strong organizational skills.
 - F. Skill in applying sound business judgment in decision-making.
 - G. Skill in maintaining compliance with applicable regulations and policies.
 - H. Strong supervisory and management skills.
 - I. Skill in grant writing and securing funds.
 - J. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - K. Skill in managing one's own time and the time of others.
 - L. Skill in completing assignments accurately and with attention to detail.
 - M. Skill in mediation and dispute resolution.
 - N. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - O. Skill in motivating, developing, and leading people.
5. Ability Requirements

- A. Ability to lead, organize, and manage multiple projects.
- B. Ability to direct/support systems analysis, strategic planning processes, and organization development processes.
- C. Ability to effectively analyze and develop programs, policies, and initiatives.
- D. Ability to secure and manage grant funding, ensuring compliance, reporting, and financial oversight.
- E. Ability to understand the management and policy implications involved in program issues and make recommendations.
- F. Ability to collaborate across disciplines, public agencies, community stakeholders, and the private sector to meet development objectives.
- G. Ability to develop performance measurement systems and initiate continuous improvement processes.
- H. Ability to design and prepare graphic presentations.
- I. Ability to read and understand technical and legal documents.
- J. Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.
- K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- L. Ability to communicate and interact effectively with members of the public.
- M. Ability to communicate effectively both orally and in writing.
- N. Ability to recognize, analyze, and problem-solve a variety of situations.
- O. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- P. Ability to handle difficult and stressful situations with professional composure.
- Q. Ability to establish goals and objectives.
- R. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- S. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- T. Ability to manage a budget and work within the constraints of that budget.
- U. Ability to enforce safety rules and regulations.
- V. Ability to maintain confidential information.
- W. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- X. Ability to exercise sound judgment in making critical decisions.
- Y. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- Z. Exhibits leadership qualities of dependability and accountability.
- AA. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Supervisory	EEOC: Professionals	CSB: 04/01/2025	Class No: 1381
WC: 8810	Pay: 40	EEOF: Admin/Finance	CC:	Resolution:

Sustainability Officer

SUMMARY/PURPOSE

To direct and coordinate the management, implementation, and ~~further development/advancement~~ of the City's sustainability and resiliency program ~~int~~across all aspects of City operations ~~and community life~~. ~~This position will develop ordinances, regulations, and associated programs while serving as the primary liaison to the business community on sustainability efforts.~~ This position is ~~also~~ responsible for ~~improvement of/enhancing~~ City policies, programs, and initiatives that promote ~~local~~ environmental sustainability, energy, ~~economic~~, efficiency, resilient transportation systems, and sustainable utility management. The Sustainability Officer will also ~~advise on ordinances and social resolutions and~~ develop related City initiatives. Additionally, this position will serve as a liaison to the broader business community, fostering collaboration on sustainability and resiliency for City of Duluth energy use, transportation, and utilities.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ~~Direct/Lead~~ and ~~coordinate the manage~~ the City's sustainability and resiliency initiatives, including policy development, implementation, and monitoring ~~of the City's sustainability initiatives and programs, including ordinances, regulations, and funding initiatives.~~
2. ~~Act/Serve~~ as the City's primary liaison on sustainability ~~topics and resiliency matters~~, to private organizations ~~and other government~~ include engaging with elected officials, agencies, businesses, and residents.
3. ~~Directly develop, Secure and manage, and promote grant funding of~~ sustainability initiatives ~~efforts, ensuring compliance, reporting, and programs financial oversight.~~
4. Conduct policy analysis, ~~development, and advocacy~~ on sustainability and resiliency issues, and act as a technical resource when needed.
5. Communicate sustainability and resiliency goals and progress ~~to the~~ through public outreach, reports, and prepare public information/informational materials.
6. Develop and implement mechanisms to track sustainability metrics to measure and report progress in achieving environmental.
- 6.7. Advise department heads on integrating sustainable goals and objectives/practices and evaluating cost-effective investments.
1. ~~Provide expert level support to department and division heads on sustainability efforts and in identifying ways department/divisions may be more sustainable.~~
2. ~~Evaluate proposed sustainability measures to prioritize investment through life cycle costing, cost/benefit analysis, or other matrix prior to implementation.~~
3. ~~Serve as an environmental liaison to elected officials, and interact with elected officials, government agencies, and other organizations regarding sustainability policies and projects.~~
- 7.8. Promote sustainability with employees in the within City and as a part of the City's culture, and provide operations, providing training and support for City staff as needed to employees.
4. ~~Serve as a technical resource on sustainability initiatives.~~
5. ~~Write grant applications.~~
9. Make/Deliver related presentations to City Council, boards and, commissions, and other community stakeholders.

- ~~10. Supervise and support assigned staff, providing clear direction, coaching, and performance management. Oversee personnel decisions, including hiring, assignments, and disciplinary actions as needed.~~
- ~~8.11. Work with all City departments, and applicable business and community organizations to identify, secure and leverage funding for sustainability efforts.~~
- ~~6. Manage employee performance, and provide training, coaching, and mentoring for employees.~~
- ~~7. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.~~
- ~~8. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.~~
- ~~9. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.~~
- ~~10. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.~~
- 9.12. Other related duties may be assigned.

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 - B. Master's degree is preferred.
 - C. Proven ability to secure, administer and evaluate state, federal, and private foundation grants.
2. License Requirements
 - A. ~~Possession of~~Possess and maintain a valid Minnesota Class "D" driver's license or ~~equivalent privilege.~~
3. Knowledge Requirements
 - A. Considerable knowledge of current models and programs for urban sustainability, including federal and state policies and measurement/monitoring of sustainability.
 - B. Knowledge of climate ~~change~~ science, principles of energy and environmental management, ~~social behavior change~~, and economic development.
 - C. Extensive familiarity with cutting-edge environmental ~~and~~, sustainability, and resiliency practices.
 - D. Knowledge of public administration and public policy development, including government financing mechanisms and intergovernmental relations.
 - E. Knowledge of project and program management principles.
 - F. Knowledge of techniques to educate employees, citizens, businesses, and stakeholders.
 - G. Knowledge of organizational change management strategies and methods.
 - H. Knowledge of principles and practices of organization, administration, and personnel management including training and performance evaluation.
 - I. Knowledge of the principles of budgeting and finance.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.

- M. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- N. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- O. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- A. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens, and other customers.
- B. Strong presentation skills to a wide variety of audiences on environmental policy and issues.
- C. Strong written and oral communication skills.
- D. Strong negotiation skills and the ability to mediate differences, reach appropriate decisions, and drive processes and projects forward.
- E. Strong organizational skills.
- F. Skill in applying sound business judgment in decision-making.
- G. Skill in maintaining compliance with applicable regulations and policies.
- H. Strong supervisory and management skills.
- I. Skill in grant writing and securing funds.
- J. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- K. Skill in managing one's own time and the time of others.
- L. Skill in completing assignments accurately and with attention to detail.
- M. Skill in mediation and dispute resolution.
- N. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- O. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to lead, organize, and manage multiple projects.
- B. Ability to direct/support systems analysis, strategic planning processes, and organization development processes.
- C. Ability to effectively analyze and develop programs, policies, and initiatives.
- D. Ability to secure and manage grant funding, ensuring compliance, reporting, and financial oversight.
- ~~D-E.~~ Ability to understand the management and policy implications involved in program issues and make recommendations.
- ~~E-F.~~ Ability to collaborate across disciplines, public agencies, community stakeholders, and the private sector to meet development objectives.
- ~~F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- G. Ability to develop performance measurement systems and initiate continuous improvement processes.
- ~~H. Ability to use good judgment in decision-making.~~
- ~~I. Ability to analyze and solve problems.~~
- ~~J-H.~~ Ability to design and prepare graphic presentations.
- ~~K-I.~~ Ability to read and understand technical and legal documents.
- ~~L-J.~~ Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.

~~6. Physical Ability Requirements~~

- K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- L. Ability to ~~work~~ communicate and interact effectively with members of the public.
- M. Ability to communicate effectively both orally and in writing.
- N. Ability to recognize, analyze, and problem-solve a variety of situations.
- ~~A.O.~~ Ability to consistently and independently ~~to complete assignments from minimal information and general instructions~~ prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- ~~B.~~ Ability to sit or stand for extended periods of time.
- ~~C.~~ Fine dexterity of hands and fingers to operate a computer keyboard, calculator, and other office equipment.
- ~~D.~~ Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- ~~E.~~ Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- P. Ability to ~~hear~~ handle difficult and speak sufficiently to exchange information in person stressful situations with professional composure.
- ~~F.Q.~~ Ability to establish goals and ~~by telephone~~ objectives.
- ~~G.R.~~ Ability to ~~see to read, prepare, set expectations and proofread documents~~ provide training in safe and proper work methods, development, and coaching for accuracy employees.
- S. Ability to ~~transport oneself to, from, and around sites~~ interpret and apply laws, contracts, regulations, policies, and procedures.
- T. Ability to manage a budget and work within the constraints of ~~public meetings, programs, and projects~~ that budget.
- U. Ability to enforce safety rules and regulations.
- V. Ability to maintain confidential information.
- W. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- X. Ability to exercise sound judgment in making critical decisions.
- Y. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- ~~H.Z.~~ Exhibits leadership qualities of dependability and accountability.
- ~~I.AA.~~ Ability to attend work ~~on a regular basis~~ as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: T <u>SMS</u>	Union: Supervisory	EEOC: Professionals	CSB: 10/01/2019 <u>4/02/2025</u>	Class No: 1381
WC: 8810	Pay: 1110-1140	EEOF: Admin/Finance	CC: 10/28/2019	Resolution: 19-0740R