

SUSTAINABILITY OFFICER

SUMMARY/PURPOSE

To direct and coordinate the management, implementation and further development of the City's sustainability program into 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 City policies, programs, and initiatives that promote local environmental, energy, economic, and social sustainability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Direct and coordinate the development, implementation, and monitoring of the City's sustainability initiatives and programs, including ordinances, regulations, and funding initiatives.
2. Act as the City's primary liaison on sustainability topics to private organizations and other government agencies.
3. Directly develop, manage, and promote sustainability initiatives and programs.
4. Conduct policy analysis, development, and advocacy.
5. Communicate sustainability goals and progress to the public, and prepare public information materials.
6. Develop and implement mechanisms to track and report progress in achieving environmental sustainable goals and objectives.
7. Provide expert-level support to department and division heads on sustainability efforts and in identifying ways department/divisions may be more sustainable.
8. Evaluate proposed sustainability measures to prioritize investment through life cycle costing, cost/benefit analysis, or other matrix prior to implementation.
9. Serve as an environmental liaison to elected officials, and interact with elected officials, government agencies, and other organizations regarding sustainability policies and projects.
10. Promote sustainability with employees in the City and as a part of the City's culture, and provide training and support for City staff as needed.
11. Serve as a technical resource on sustainability initiatives.
12. Write grant applications.
13. Make presentations to Council, boards and commissions, City departments, and applicable business and community organizations.
14. Manage employee performance, and provide training, coaching, and mentoring for employees.
15. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
16. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
17. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
18. 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.
19. Other related 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
2. License Requirements
 - A. Possession of a valid Minnesota Class "D" driver's license or equivalent.
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 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.
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.
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 understand the management and policy implications involved in program issues and make recommendations.
 - E. 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. Ability to design and prepare graphic presentations.
- K. Ability to read and understand technical and legal documents.
- L. Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.

6. Physical Ability Requirements

- A. Ability to work independently to complete assignments from minimal information and general instructions.
- 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.
- F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- G. Ability to see to read, prepare, and proofread documents for accuracy.
- H. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.
- I. Ability to attend work on a regular basis.

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