



## SUSTAINABILITY COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION

Under general direction of the City Manager, the Sustainability Coordinator is responsible for planning, organizing, directing and coordinating a greenhouse gas (GHG) emission reduction and environmental sustainability program. The incumbent will coordinate with City departments and the public to establish and implement an action plan for City operations and the community-at-large to implement the City's Climate Action Plan and to promote sustainability principles in general.

### DISTINGUISHING CHARACTERISTICS

The incumbent will be a person with vision and commitment to sustainability efforts with the desire to make a change in the community. The majority of work will involve independent thinking, departmental coordination, and active community involvement.

### IMPORTANT AND ESSENTIAL DUTIES: *(include but are not limited to the following)*

- Coordinate sustainability activities among departments, external agencies and community organizations, and City-wide.
- Serve as a technical resource on sustainability initiatives.
- Work with City departments to establish sustainable practices applicable to their respective functions.
- Keep City current on Federal, State, and local legislation affecting sustainability programs and projects, and analyze implications of new regulations and requirements.
- Evaluate proposed sustainability measures to prioritize investment through life cycle costing and cost/benefit analysis. Develop processes to track progress in achieving environmentally sustainable goals and objectives.
- Write grant applications.
- Act as a City liaison on sustainability topics to private organizations and other government agencies.
- Make presentations to Council, other City departments, and applicable outside organizations.
- Prepare public information materials.
- Prepare reports, correspondence, spreadsheets, and PowerPoint presentations.
- Establish and maintain effective working relationships.
- Maintain complete and accurate records.
- Perform other duties as assigned.

**REQUIRED QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* One or more years of experience in the field of sustainability program oversight and administration.

*Education:* Bachelor's in environmental science, engineering, economics, planning, or other pertinent field. Demonstrated experience of coordinating or overseeing programs in a public sector environment is highly desirable and one or more years of experience in a field related to sustainability practices.

**License/Certificate**

A valid Class C California Driver's License.

**KNOWLEDGE ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:**

- Principles and practices of program planning, implementation, and evaluation.
- Principles of customer service and community relations.
- Sustainability programs and environmental issues.
- Presentations and networking.

**Ability to:**

- Effectively and clearly communicate – both verbally and in writing.
- Work independently.
- Conduct research and analyze data.
- Be flexible.
- Make public presentations.
- Administer programs.
- Lead with a vision.
- Motivate and network.
- Learn applicable laws, statutes, ordinances,
- Complete clear and concise reports and correspondence.
- Collect, organize and analyze information.
- Operate assigned equipment.

**SPECIAL REQUIREMENTS**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*Physical Requirements:* Work in an office environment; ability to sit, stand, walk, kneel, crouch, squat, stoop, crawl, twist, climb.

*Working Conditions:* Work in a standard office environment; availability to work irregular hours, including evenings, nights, or some weekends.

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SUSTAINABILITY COORDINATOR  
NON-EXEMPT  
AFSCME LOCAL 829 ADMINISTRATIVE UNIT  
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