



Established JUNE 2016
Revised March 2017
FLSA: EXEMPT

SUSTAINABILITY MANAGER

DEFINITION

Under general direction, plans, organizes, manages and provides direction and oversight for the Sustainability Division, including resilience, water conservation, other environmental programs to ensure compliance with Federal, State, and local environmental laws and regulations related to water, waste, greenhouse gas and other environmental issues; administers current and long-term planning activities; manages the effective use of program resources to improve organizational productivity and customer service; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager. Exercises general supervision and direction over professional, technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in all activities of the Sustainability Division, including development and administration of division policies, procedures, and services; budget administration and reporting; contract administration and program evaluation. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. 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. Responsibilities include coordinating the activities of the department with those of other departments and outside. The incumbent is accountable for accomplishing division planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

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.

- Plans, organizes, assigns, and reviews the work of assigned staff in the development and maintenance of environmental programs.
- Assumes responsibility for all environmental programs and activities related to a number of environmental areas, including Green House Gas (GHG) emissions reduction, water and energy conservation, waste reduction and hazardous waste disposal, recycling, storm water pollution prevention, climate protection, heritage tree management, habitat enhancement, and working with City departments and the overall community to become more “green” and environmentally conscious and sustainable.

- Monitors program operations and staff activities for compliance with Federal, State and local laws, regulations and ordinances.
- Develops, directs, and coordinates the implementation of goals, objectives, procedures, and work standards for the division; establishes, within City policy, appropriate budget, service, and staffing levels.
- Develops and administers the division budget.
- Evaluates employee performance, counsels and trains employees, and effectively recommends disciplinary action; assists in selection and promotion.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships.
- Prepares and presents various reports on operations and activities.
- 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.
- Develops and submits Federal, State, and local environmental compliance reports and presentations; responds to questions from the media.
- Coordinates and integrates program services and activities with other agencies and City departments.
- Prepares requests for qualifications and requests for proposals; reviews proposals to ensure conformity with State law, local ordinances and departmental policy.
- Prepares, negotiates and administers contracts for, and coordinates and monitors, the work performed by outside consultants.
- Serves as a liaison to City departments, the Environmental Quality Commission, the public, and outside agencies regarding environmental issues and polices; develops and conducts training on environmental topics for City staff; oversees the development, planning, and creation of materials for public education, information, and outreach programs regarding environmental sustainability.
- Provides highly complex professional staff assistance to the Assistant City Manager, the City Manager and City Council; prepares and presents staff reports and other necessary correspondence to City Council, boards, and commissions; ensures the proper documentation of activities.
- Conducts a variety of studies, needs assessments, surveys and research; identifies future environmental project and program needs.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of environmental programs; 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 departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles, practices, and techniques of conservation, source reduction, pollution prevention, energy efficiency, climate protection, recycling and other environmental issues 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, including the California Environmental Quality Act (CEQA).
- Principles and processes of sustainable land use planning and soil conservation; storm water runoff and systems; wastewater discharge and management; hazardous waste regulations, reporting and permitting.
- Principles and practices of strategic planning and process improvement.
- Principles and practices of budget development, administration and accountability.
- Practices of researching environmental issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices and methods, including computer equipment and software programs relevant to work performed.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, 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 activities of the Sustainability Division.
- Select, train, motivate, and evaluate the work of staff.
- Effectively administer a number of environmental programs, projects and activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State and local policies, procedures, laws, regulations, and codes.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Develop and manage budgets.
- Establish and maintain effective working relationships within the community.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, the media and various businesses, professional, and regulatory organizations and in meetings with individuals.
- 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.
- Make accurate mathematical and statistical computations.

- 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.
- 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, 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 environmental science, resource conservation, biology, civil engineering or a related field.
- Five (5) years of increasingly responsible experience in a related field, including at least two (2) years management and/or supervisory experience.

LICENSES AND CERTIFICATIONS

- Possession of, or ability to obtain, a valid California class C driver license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be 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 occasionally bend, stoop, kneel, reach, 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 weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.