**SUSTAINABLE COMMUNITY COORDINATOR**

**DEPARTMENT:** City Manager

**GENERAL STATEMENT OF DUTIES:** The employee in this class is responsible for developing, implementing and managing a sustainability plan that balances environmental and ecological integrity with economic prosperity and social/cultural vibrancy; performs related duties as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The Sustainable Community Coordinator performs administrative and professional work in developing, implementing and maintaining the City’s sustainability programs and sustainability plan. This position serves as a City spokesperson on sustainability issues and represents the City in meetings with representatives of private and public entities. General supervision is received from the City Manager; however, the employee is expected to demonstrate initiative and good judgment, exercise discretion and generally function independently of direct supervision with respect to program and management practices. Work is reviewed by the City Manager through observation, a review of periodic reports and results achieved.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

**ESSENTIAL:**

Provides vision and leadership in the development of a sustainability plan and sustainability programs for the City; manages an effective sustainability program for the City and recommends and implements necessary changes or modifications as needed to increase effectiveness; manages and prioritizes the City’s sustainability initiatives and ensures on-going progress of program efforts; works with City staff and public and private agencies to identify, recommend and implement potential sustainability initiatives based on their cost effectiveness, technical feasibility and environmental impact; analyzes and reports on the effectiveness and results of the City’s sustainability programs; manages citywide efforts to reduce greenhouse gases and develops a climate protection plan; represents the City when working with outside agencies on matters relating to the City’s sustainability efforts; works closely with the City’s Public Information Officer and local media outlets to promote and communicate the goals, objectives and accomplishments of sustainability programs; actively researches, applies for and coordinates work associated with applicable grant funding; develops and maintains the annual budget for the sustainability programs; serve as a catalyst to further integrate sustainability and environmental values into how the City conducts business; identifies and addresses barriers to the success of the sustainability programs; increases awareness of sustainability initiatives through participation in civic, neighborhood and professional group activities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**ESSENTIAL:**

Considerable knowledge of sustainability concepts and awareness of the central issues facing sustainable practices including best management practices; considerable knowledge of applicable federal, state and local regulations and sustainability initiatives and incentives including tax credits and applicable rebates; knowledge of finance principles; knowledge of the principles and practices of public administration; knowledge of the methods and techniques used in the preparation of a multi-year capital improvement program; ability to work effectively with City employees, representatives of public and private agencies and the general public to promote, recommend and implement sustainability initiatives in decision-making processes and operations; ability to understand and interpret financial spreadsheets; ability to perform outreach and education efforts in order to affect organizational change; ability to write and administer grants; ability to present facts and recommendations clearly and concisely, both orally and in writing; ability to determine long range needs and to plan and organize for the accomplishment of objectives; ability to perform a variety of tasks without close supervision; ability to respond to customer inquiries in a courteous and professional manner; ability to exercise independent judgment and use resourcefulness and tact in solving problems; ability to maintain detailed records and files; strong analytical, mathematical, computer, public speaking, facilitation, marketing and interpersonal skills; demonstrated ability to follow a management philosophy that is input oriented and values problem solving and development of partnerships; demonstrated ability to work effectively as a member of a team; desire to be part of an organization that values service, people, integrity, responsibility, innovation and team work.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Some experience in implementing and managing sustainability or resource conservation programs and a Bachelor’s Degree in Environmental Science, Public Administration, Urban Planning or related field; or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities.

5/27/2008