



Job Title	Innovation & Sustainability Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-will
Zone	5	Job Code	17145

Class Specification – Innovation & Sustainability Manager

Summary Statement:	
<p>The purpose of this position is to manage, evaluate, and oversee the administration of contracts and the performance of contractors; develop and implement sustainability initiatives; develop and implement strategy and a fiber network strategy; provide oversight of utilities budget and strategies for cost reduction; provide general oversight of fleet maintenance and replacement strategy; and oversight of facility maintenance for City facilities.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	<p>Develops and administers a City-wide sustainability program to meet the Core Community Values identified by the City Council for a sustainable and flourishing community that focuses on environmental, economic, and social sustainability. Ensures coordination of efforts with all departments in the implementation of projects and programs. Develops measurement standards to identify the return on investment to the community of any projects and/or programs undertaken. Coordinates and manages the activities of a multi-departmental employee sustainability committee. Examines and makes recommendations to departments on organizational efficiencies that lead to the reduction of waste.</p>
30%	<p>Provides technical knowledge and advice in the area of environmental sustainability, energy efficiency, and conservation issues. Researches best practices and makes appropriate recommendations to senior management. Researches, identifies, prepares, submits, and then manages available grants to pilot or continue sustainable approaches and projects. Represents the City at community events and meetings, with the media and through other means, as a resource for residents on sustainability issues. Serves as the lead representative of the City with various external entities in the area of sustainable community activities. Exercises a wide-range of authority in establishing the work program for the Division, to ensure a high degree of quality in the work produced, while managing effectiveness and efficiency of the division to meet required time frames.</p>



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20%	Leads professional and administrative staff including establishing goals and providing timely, complete, and helpful feedback. Creates an environment in which staff is encouraged to develop and foster ideas. Develops a sense of purpose and teamwork among staff. Provides training opportunities to encourage growth and development. Develops and implements methods of improving how work is accomplished by the Division.
20%	Effectively cooperates with and obtains cooperation from other divisions and departments. Establishes credibility for the work of the Division and positive work relationships with outside agencies and other organizations. Prepares and assumes responsibility for administering the division budget, within the general guidelines established by the department Director.

Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independence judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in accounting, business, finance, or a related field.

Experience: Five years of full-time professional business administration, contracting, or accounting experience including two years of supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2017