



Job Title	Sustainability Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	15995

Class Specification – Sustainability Coordinator

Summary Statement:	
<p>The purpose of this position is to manage and coordinate various sustainability projects, programs and initiatives in collaboration with other City departments and stakeholders. The position will develop, recommend and implement strategies and plans to achieve sustainability goals in alignment with the Mayor’s Strategic Plan. In addition, this position will create, coordinate and manage the social, economic and environmental aspects related to sustainability programs, as well as to foster community leadership and provide a high level of customer service to stakeholders.</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.
40%	Develops and administers the City-wide sustainability program to meet objectives outlined in the Mayor’s Strategic Plan and PlanCOS. Coordinates and oversee the implementation and delivery of the regional sustainability plan. Participates in city sustainability planning activities and other City-wide planning and program development efforts to represent city sustainability goals and initiatives. Manages public processes; conducts internal, public, and multi-jurisdictional meetings. Contributes to processes and the overall success of the Office of Innovation and SmartCOS initiatives. Serves as the primary representative and point of contact on all City-wide sustainability efforts.
25%	Develops and oversees cross-departmental initiatives for the City and drives community-wide sustainability efforts. Develops measurement standards to identify the return on investment to the community of any projects and/or programs undertaken. Facilitates partnerships with internal and external stakeholders, and encourages broad community participation. Develops and strengthens support for City-wide sustainability goals.
20%	Stay current on trends, practices, technology, and information affecting sustainability fields. Designs and manages complex projects and program development related to energy management, sustainability, utilities, or other similar areas. Researches, analyzes, and prepares special reports as assigned and conducts impact analyses and assesses strategy options. Researches new programs, evaluates state and federal



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	legislative initiatives related to sustainability and identifies grant funding opportunities. Drafts, submits, and oversees all pursued grants related to sustainable efforts.
15%	Develops and administers contracts related to City sustainability initiatives, including managing lease agreements. Provides administrative oversight and management of the City's utilities budget, including working with the City Budget department to identify efficiencies and cost-saving measures. Attends the monthly City Parks and CSU meetings related to the City's utilities budget.

Competencies Required:	
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in 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 in at the college level or above. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. 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. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

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 business administration, urban planning, natural resource management or a related field.
Experience:	Three years of full-time responsible sustainability experience.



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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.	

Supervision Exercised: Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.
Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

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	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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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: December 2019