

MAJOR FUNCTION

This is highly responsible and professional work managing the City's sustainability and climate resilience program and driving action across departments and with community partners. Duties include developing innovative initiatives, tracking performance, and liaising with various internal and external partners to create lasting impact in our community. Work is performed with considerable independent judgment, under the general supervision of the Chief Resilience Officer and in close collaboration with other City departments. Work is reviewed through reports, conferences, observations, and by results attained

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Develops, facilitates, and tracks the implementation of the City-wide strategic sustainability plan by engaging with the community and all City departments to advance our environmental, energy, climate adaptation and social sustainability goals. Develops and administers effective sustainability and resilience initiatives to reduce the City's greenhouse gas emissions and mitigate against our carbon footprint. Assesses the need for, drafts, and participates in the implementation of new policies and ordinances and/or changes to official city planning documents to effectuate a deep integration of sustainability principles throughout the City. Responsible for establishing and maintaining performance tracking methods for sustainability goals. Analyzes and measures success and cost-effectiveness of programs. Prepares reports on sustainability progress; carries out impact assessments to identify, assess and reduce the City's climate risks. Supervises support staff to accomplish tasks. Collaborates with community partners, responds to inquiries, and supports the implementation of community initiatives that align with the City's sustainability priorities. Promotes and raises awareness, at all levels of the organization, of the impact of emerging sustainability issues, whether legislative or best practices, and keeps current on applicable policies and best practices. Amplifies the City's sustainability and resilience efforts through education, training, marketing, conference participation, and other activities.

Other Important Duties

Serves as the Deputy Chief Resilience Officer. Provides oversight and administers sustainability and resilience grants, contracts and special projects. Identifies potential funding sources and financial incentives for implementing sustainability and resilience projects. Pursues grant applications and partnership proposals, seeks sponsorships and manages grant compliance. Assists with pre- and post-disaster mitigation grant opportunities. Performs essential personnel duties during emergency response.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Technical knowledge of environmental and sustainability planning, policies, and objectives; thorough knowledge of federal, state, and local environmental laws and regulations; understanding of environmental site assessments and environmental remediation; familiarity with environmental aspects and impacts; experience with implementation of effective strategies to improve environmental performance and stewardship. Advanced knowledge of organizational, word processing, spreadsheets and database software programs. Experience in providing leadership and direction in meeting program goals and interdepartmental cooperation. Ability to plan, organize, and direct staff, and lead teams; ability to collect and analyze data, and prepare and present complex technical reports; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, employees, community agencies, and the public; ability to instruct others. Ability to effectively coordinate with state and local governmental entities, professional and trade associations, and private businesses. Thorough knowledge of City

operating and capital budget processes and proficiency in use of financial software. Knowledge of federal and state grant processes including application, implementation, and reporting. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to plan and supervise the work of subordinates.

Minimum Training and Experience

Possession of a bachelor's degree in environmental science/engineering, public or business administration, finance, economics, urban planning, or a related field and four years of professional administrative experience that includes governmental planning and grant writing. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at time of appointment.

Established: 4-27-19