

CITY OF BRISBANE

SUSTAINABILITY MANAGER

Definition

Develops implements and manages major sustainability initiatives with a high degree of visibility and citywide impact. This position must exercise substantial innovation and leadership in developing and managing programs or projects. Establishes and executes a sustainability strategy and performance metrics by integrating sustainability into long-range planning and ongoing operations to improve outcomes; performs a wide variety of administrative, technical and professional work in analyzing and administering the City's sustainability initiatives that may include their budget development, administration and fiscal reporting, citizen engagement and community outreach, development and administration of contractual agreements, leases and grants, evaluation and development of policies and procedures, and management of department specific programs and functions.

Class Characteristics

This is a professional-level position with broad responsibility for management of City-wide sustainability initiatives. The incumbent performs administrative and technical work where assignments are subject to infrequent review while work is in progress and upon completion. This position uses independent judgment and analytical abilities, which require sound grounding in municipal and state government requirements. Strong written, verbal, interpersonal and human relations skills are essential for incumbents assigned to this classification and the ability to facilitate cross department collaboration.

Supervision Received and Exercised

Receives direction from the Director of Public Works or her/his designee.

May provide supervision and direction to a small staff.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Directs plans, organizes and provides input on day-to-day sustainability activities to meet state and local climate and environmental goals.
- Develop and implement Climate Action and Adaptation Plans for the City, including implementation plans for the near, mid and long-term municipal and community-wide measures as defined in the City's current Climate Action Plan (CAP) and future plan updates, and implement measures in partnership with staff.
- Conducts a variety of analytical and operational studies on a broad range of sustainability topics including greenhouse gas emissions, utilities (energy, water), environmental impact (waste, materials) and/or Climate Action Plan related initiatives. Evaluates alternatives; makes recommendations; implements procedural, administrative and/or operational changes; identifies and resolves problems and potential problems taking appropriate action to remedy situations; maintains records related to data.
- Attends Open Space and Ecology Committee and other designated citizen advisory committee meetings as a staff advisor, prepares agendas and minutes, and coordinates production and presentation of meetings for cable TV channel as needed.
- Interprets and applies pertinent federal, state and local laws, codes and regulations and City policies and procedures; collects, evaluates and interprets complex information and data.
- Oversees grants, agreements and consultant and other contracts as they relate to CAP implementation.
- Prepares CAP updates to achieve greenhouse gas reduction goals in partnership with staff and community.

- Researches and pursues funding opportunities, city recognition awards, partnerships, and donations and grants to expand programs.
- Coordinates and tracks operational programs including energy, waste management, recycling, resource efficiency, greenhouse gas reporting / reductions, transportation, facilities, biodiversity and design for environment.
- Leads Climate Action Plan tied outreach; Participates in internal Social Media Users Group to coordinate and access campaign, branding, and technology tools envisioned through this team.
- Integrates community based social media marketing strategies to drive climate action behavior change efforts across all relevant sectors; defines and explains technical information to a variety of audiences; Independently prepares correspondence and memoranda.
- Works with department managers to design strategies on citizen engagement and community outreach efforts.
- Plans, coordinates, and leads aligned community events including workshops, trainings, presentations, meetings, habitat restoration days, festivals, etc.
- Provides education to raise community and City staff awareness, clarify regulatory requirements and advance behavior change to promote sustainability initiatives.
- Interprets rules, regulations, laws and policies relating to department programs and projects; answers requests for information from internal and external customers.
- Represents the City in regional and state collaborative climate and sustainability forums, including but not limited to RICAPS (Regionally Integrated Climate Action Planning Suite), San Mateo County Climate Ready Collaborative, Bay Area Renewable Energy Network (BayREN), Bay Area Climate Adaption Network (BayCAN), and other professional group meetings and committees.
- Prepares, reviews, and provides input on the division's annual operating budget.
- Serves as a liaison to City departments, the public and outside agencies regarding environmental issues and policies; 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.
- Stays abreast of new trends and innovations in the field of environmental programs; researches emerging products and enhancements and their applicability to City needs.

Qualifications

Knowledge of:

- Principles, practices, and techniques of conservation, source reduction, pollution prevention, energy efficiency, climate protection, greenhouse gas emissions reductions, recycling and other environmental issues in a public agency setting.
- Principles, practices, and techniques of public administration applicable to a variety of City administration functional areas.
- Policies and regulations related to department functions, the City, and other applicable agencies.
- Laws, regulations, municipal codes, ordinances, and resolutions relating to various City administration functions.
- Methods for strategic planning, monitoring, communication and support of pilot programs and projects needed to meet the goals and objectives the Sustainability Plan in compliance with the City policy, state regulations and other commitments.
- Principles, methods and techniques of advance research and data analysis related to climate change science and associated mitigation and adaptation strategies
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter and report writing and the standard format for reports and correspondence.

- Computer applications related to work, including spreadsheet, word processing, and database applications.
- Records management principles and practices.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Problem resolution methods.
- Principles of management, supervision, training, and employee development.

Skill to:

- Operate a variety of office equipment including computers and peripheral equipment.

Ability to:

- Research, analyze, evaluate and make recommendations for improvements in operations, systems and procedures related to sustainability initiatives, and administrative and procedural problems.
- Analyze a variety of sources for relevant information and provide accurate interpretations of policies and regulations.
- Prepare a variety of clear, concise and accurate reports, presentations and analyses, which include drawing logical conclusions and recommending effective courses of action.
- Establish, maintain, and research department files and records. Maintain confidentiality of sensitive information and records.
- Organize own work, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction.
- Assist directing the work of others on a project or day-to-day basis; train others in work procedures.
- Establish and maintain effective working relationships with employees, City officials, public officials, vendors, contractors, and the general public; exercise a high degree of interpersonal skills in dealing with a variety of managers and support staff.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, public officials and the public.

Education and Experience: *Any combination of experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Education: Possession of a Bachelor's degree from an accredited college or university with major course work in Public Administration, Environmental Science, Management, or Policy, environmental or climate science, environmental engineering, urban planning, or a related field. Master's Degree is preferred.

Experience: Five years of increasingly responsible administrative management experience in research, program oversight, project management, policy analysis or division management related to climate change, sustainability, resource conservation, and/or environmental program coordination. Public sector climate action plan analysis is desirable.

Licenses: Possession of or the ability to obtain an appropriate, valid California driver's license, and have a satisfactory driving record.

Working Conditions: Work in a standard office environment, and in the field at times to conduct recruitment, testing, training, and benefits administration. The ability to travel from different sites and locations; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Physical Demands: Able to use standard office equipment, including a computer; sit, stand, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; move 35 pound boxes, files, and materials.

Approved Date: February 20, 2020
Resolution: 2020-16

Revised Date:
Resolution:

Bargaining Unit: Mid-Management/Professional Employees
Resolution: 2020-16

Former Titles:

Abolished: