



Sustainability Division Manager

Purpose of the role:

Plans, organizes and manages efforts in the areas of recycling, water conservation and energy efficiency to ensure practices are economically, socially, and environmentally sustainable. Oversees and manages solid, organic and hazardous waste, water conservation, energy conservation and efficiency initiatives, climate action planning, and legislation monitoring in these areas.

Promotes the positive effects of the City's activities to residents and businesses in the delivery, community engagement and communication of such services.

Distinguishing Characteristics:

The Sustainability Division Manager is responsible for policy development, program planning, fiscal management, administration and operational direction of assigned departmental functions. The incumbent provides highly responsible and complex managerial support to the Deputy Public Works Director in planning, organizing and directing sustainability programs and services. The incumbent is accountable for ensuring effective program planning, systems and quality of operations. Assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, develop, implement, and manage strategies to minimize the environmental footprint in meeting the needs of the present without compromising the ability of future generations to meet their needs.
- Promote innovative City practices which are economically, socially, and environmentally sustainable.
- Promote, gather and communicate the positive effects and impacts of sustainability efforts on the community to assist in facilitating community engagement, education, partnerships, productive relationships and advance program goals.
- Plan and manage activities for a variety of conservation and energy efficiency projects.
- Manage the preparation of a variety of studies and reports relating to current and long-range City sustainability and resource conservation.

- Develop and implement methods and procedures to monitor projects, research strategies, analyze findings, create progress reports, and inform leadership and partners of status to ensure effective collaboration.
- Review and analyze proposals to determine if benefits derived and possible applications justify expenditures.
- Select, develop and supervise staff to deliver optimum services.
- Coordinate and drive working relationships with key internal and external partners to achieve collaboration and results.
- Develop and implement key performance indicators and metrics to measure operational effectiveness, identify areas of success and areas for improvement.
- Evaluate external environmental advancements to improve customer/user satisfaction, and enhance economic, social and environmental sustainability.
- Perform other duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities related to environmental activities in the areas of recycling, waste management, water conservation, sustainability, climate action and energy efficiency.
- Concepts, theories, principles, and best practices in activities such as recycling, waste management, water conservation, sustainability, climate action and energy efficiency.
- Modern methods, tools, equipment, materials, and work practices related to sustainability activities.
- Methods and techniques of contract negotiations and administration.
- Principles and practices related to environmental/sustainability activities.
- Principles and practices of program development and administration.
- Mathematical and technical principles as applied to sustainability activities.
- Principles and practices of public relations.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Provide complex managerial support in directing a comprehensive public works program including recycling, waste management, water conservation, sustainability, climate action and energy conservation.
- Develop and administer departmental goals, objectives, and procedures.

- Exercise sound, expert independent judgment within general policy guidelines.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Negotiate and administer various contracts and agreements.
- Present proposals and recommendations clearly and logically in public meetings.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Effective Communicator
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education:

Bachelor's Degree from an accredited college or university with major course work in environmental science, environmental studies, sustainability, or business management.

Experience:

Eight or more years of progressively responsible related work experience which includes two years in a management and administrative capacity.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged period of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operator office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/11/17

Date Revised: