

**MAJOR FUNCTIONS**

This is advanced professional work in sustainability and resilience planning, research, and program development and implementation. Work involves planning and executing a wide variety of programs and projects that address energy, solid waste, transportation, land use, and mobility and disaster resilience. Work is performed under the supervision of a manager. Performance is reviewed through observations, conferences, oral and written reports, and by results obtained.

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

Supports the development and implementation of projects, programs, and activities related to the City's environmental, energy, climate adaptation, and social sustainability goals. Develops plans; coordinates program implementation; and assists in evaluation of strategic sustainability and resilience programs and projects. Conducts research on various sustainability and resilience issues and identifies strategic solutions. Analyzes data and prepares status reports and other documents necessary to clarify or support program initiatives. Recommends quality and productivity enhancements to improve the delivery and effectiveness of sustainability and resilience-related programs and services. Assists in the development of the City's strategic sustainability plan and prepares reports on sustainability progress. Coordinates efforts related to the City's green certification. Coordinates with other City departments on matters relating to sustainability and resilience, as applicable. Assists with preparation of memoranda and agenda items in support of sustainability and resilience program management, project implementation and/or policy direction. Collaborates with other team members to support and implement initiatives that align with the City's sustainability priorities. Assists with promoting the City's sustainability and resilience efforts through outreach and other activities, which may include coordinating community events, developing electronic and print material, and giving presentations. Attends training on and stays abreast of events, policies, and best practices in sustainability and resilience.

**Other Important Duties**

Pursues funding opportunities for initiatives through grants, strategic partnerships and innovative financing mechanisms. Performs essential personnel duties during emergency response. Completes special projects as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Technical knowledge of environmental and sustainability planning, policies, and objectives. Knowledge of federal, state, and local environmental laws and regulations. Knowledge of sustainability best practices and emerging issues. Ability to collect and analyze data, maintain appropriate records, and prepare and present complex technical reports. Ability to analyze facts and exercise sound judgment in arriving at conclusions and making recommendations. Ability to communicate clearly and concisely, both orally and in writing. Ability to speak effectively to a wide variety of audiences. Ability to establish and maintain effective working relationships with peers, supervisors, other agency personnel and the public. Skills in project and program management. Skills in organizational, word processing, presentation, spreadsheets and database software programs.

**Minimum Training and Experience**

Possession of a bachelor's degree in environmental science/engineering, business or public administration, economics, planning, or a related field and three years of professional experience that includes sustainability and resilience work; or possession of a master's degree in environmental science/engineering, business or public administration, economics, or planning and two years of

professional experience that includes sustainability and resilience work; or an equivalent combination of training and experience.

Necessary Special Requirement

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

Established: 07-01-19