

Environmental Sustainability & Recovery Director

DEPT: Office of the City Administrator	FLSA: Exempt
DIV:	EEOC: Officials/Admin
DATE: October 2018	



POSITION SUMMARY

Performs a variety of **professional, administrative and managerial** duties related to planning, organizing, coordinating city-wide environmental sustainability initiatives and projects. Serves as the city-wide coordinator for recovery and debris management after natural disasters.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

SUPERVISION EXERCISED

May supervise part-time, temporary employees, and volunteers. Oversees contracted services relating to sustainability.

ESSENTIAL FUNCTIONS

Serves as administrative advisor and liaison to city council, departments, and other governmental and non-governmental entities as needed to inform and apprise on related sustainability and recovery issues; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines.

Determines work priorities; develops guidelines and deadlines, initiates studies; supervises staff; provides quality assurance review of work in progress; monitors and administers consultant service contracts

Assists with preparation and development of environmental sustainability and disaster recovery budgets; monitors implementation of budget within approved directions.

Identifies sources for alternative funding related to special projects and recommends projects for grant application processing, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies.

Participates in public meetings and hearings as needed to solicit public response and appraises of policy and project options; educates the public through media, reports, public meetings and presentations.

Environmental Sustainability

Develops and advises citywide sustainability initiatives related to one or more major program areas, including: regulatory compliance; air quality; energy; transportation; waste management and recycling; and/or public outreach.

Collaborates with City staff, department directors, elected officials, business groups, nonprofit organizations, and other partners on sustainability initiatives.

Works in partnership with state agencies, Utah County, non-profit and business groups to advance the city's sustainability agenda.

Disaster Recovery

Establishes and maintain contacts and networks for disaster recovery resources and support systems; advises on principles and practices that further resiliency and sustainability in development and strategic planning initiatives.

Leads the development of the community's recovery plans and ensure that they are publicly supported, actionable and feasible based on available funding and capacity.

Integrates early recovery implementation into long-term community recovery planning process

Fosters information sharing and manages proactive community engagement, public participation and public awareness.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in environmental studies, public administration,

communications, or closely related field;

AND

B. Five (5) years of experience in sustainability, environmental compliance, policy or program implementation.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of procedures affecting environmental issues and programs, planning, building, facility standards and related operations of the city; principles and practices related to local government planning, building, federal and public land management, federal and state funding programs, economics, and community organization as applied to the environment and overall city sustainability; the relationship between factors affecting energy, water, land usage policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, building, waste disposal, federal, state, and local laws; interpersonal communication skills. Working knowledge of local and regional environmental/sustainability projects; energy efficiency and conservation including green building and clean renewable energy, state and local laws and programs and incentives.

Considerable skill in public outreach, goal setting and monitoring, inventory tracking, negotiation, public speaking and cooperative problem solving.

Ability to compile, interpret, and analyze data, promote programs and policies to the public and city staff and officials, interpret codes accurately and effectively; communicate effectively verbally and in writing; research and monitor state and federal legislation, operate personal computer and various applications (i.e., Excel, Word processing); performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, community organizations, and the public.

3. Special Qualifications:

Must possess a valid Utah Drivers license.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain. Physical demands may occur in activities such as walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental applications utilize memory for details, verbal instructions, and creative problem solving. Periodic travel required in course of performing portions of job functions. May be required to work evenings.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)