

---

## **SUSTAINABILITY AND RESILIENCE DIVISION MANAGER**

---

### **DEFINITION**

Under general direction, leads, implements, executes and manages the division of climate and resiliency which may include program development and implementation, project management, and policy analysis related to the City's climate and resiliency initiatives. Responsible for the overall administration, development, and management of climate action policies and programs, resilience, and environmental sustainability efforts. Leads and partners on citywide efforts across departments to research, plan, develop, implement, and manage program initiatives and special projects within approved work plans and as directed. Performs a wide variety of administrative, managerial, professional and technical sustainability and resilience tasks.

### **DISTINGUISHING CHARACTERISTICS**

Work in this class is characterized by the innovative approach required to successfully address the City's climate and resilience needs and challenges. This is an advanced-level, single classification. Positions allocated to this class exercise a high degree of responsibility in conducting specialized research, analysis, project management, and program administration. Work in this class is distinguished from other entry and journey level analyst classes by the advanced level of responsibility associated with assigned duties and by the advanced degree of specialization required.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

#### **Essential Duties**

1. Manages the development, implementation, evaluation and updates to the City's Climate Action and Resiliency Plan and other related policies and projects.
2. Reviews and evaluates program goals, objectives and strategies, leads collaborative goal setting initiatives, and assists in defining project scope and objectives; develops operating budget for program specific environmental sustainability projects.
3. Coordinates and leads inter-departmental personnel assigned to implement the Climate Action and Resiliency Plan and other related policies and projects.
4. Serves as a leader and champion for environmental sustainability in the organization and community.
5. Performs departmental and citywide program specific organizational, operational, financial, and policy analysis; prepares narrative and statistical reports to support recommendations; prepares staff reports for City Council that analyzes and summarizes initiatives and legislation for reducing climate change.
6. Monitors and reports on the progress of the Climate Action and Resiliency Plan to City management and City Council.
7. Conducts complex studies and prepares a variety of reports, correspondence, policies, procedures, ordinances, agreements and other written materials.
8. Identifies and pursues grant and funding opportunities that leverage City resources for sustainability and resilience activities; oversees procurement and administration of sustainability and resilience grants and contracts.

9. Directs the administration and supervision of a variety of grants, loans and other funding to ensure compliance with programmatic and reporting requirements.
10. Meets with community groups, neighborhood, civic and business organizations, members of the media, and members of the public; communicates regularly with the media, the public, and internal stakeholders on sustainability policies and projects.
11. Establishes partnership with and conducts outreach to other public agencies to collaborate on sustainability and/or resilience projects that advance the City's goals.
12. Represents the City in working with state, regional and local agencies on related climate and resiliency initiatives.
13. Supervises, trains, and evaluates assigned staff.
14. Performs other related duties as assigned.

#### **WORKING CONDITIONS**

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Travel to City work sites and locations to conduct work.

#### **PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

#### **EMPLOYMENT STANDARDS**

##### **Education/Experience**

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

**Education:** Graduation from an accredited four year college or university. Major course work in Environmental or Earth Science, Environmental Sustainability, Urban Planning, Public or Business Administration, or a closely related field is preferred but not required.

**Experience:** Five years of administrative experience involving the analysis of comprehensive administrative concerns, development of policies and procedures, and supervising an administrative activity, two years of which may have been in the area of environmental-, resilience-, and or climate-related programs.

##### **Knowledge**

Knowledge of principles of public and business administration including organization, personnel and fiscal management; statistical concepts and methods, and general analytical procedures; detailed organizational and functional structure of City government; principles of planning, project management, public administration, and organizational development with emphasis in sustainability, resilience and environmental programs; relationships between local, state and federal governments, public interest groups and private enterprise as they affect and interact with the City; applicable federal, state and local laws and regulations related to the environment and sustainability; methods of identifying and resolving problems related to staffing, budgeting, supervision, training and employee relations; and principles and practices of supervision.

##### **Ability**

Ability to effectively manage, independently research, analyze and direct climate and resilience programs and activities; make effective recommendations on administrative, management, budgetary and fiscal practices, public policy, procedures, and problems; effectively lead public outreach and planning processes; effectively provide reports to City

Council, boards, and commissions; effectively manage comprehensive specialized functions, projects and studies; administer major programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; interpret and apply specialized federal and state legislation and court rulings; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; supervise, train and evaluate the work of staff in a manner conducive to independent judgement, high performance and personal accountability.

#### Special Requirements

Willingness and ability to work outside regular scheduled hours to meet operational needs as this position requires attendance at meetings, including ones that will be conducted during evening hours. This position requires irregular work hours as necessary to meet deadlines and achieve objectives.

#### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.