

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Environmental Sustainability Coordinator	Job Family: 2
General Classification: Management	Job Grade: 31

Definition: To provide high-level input and support to the Chief Sustainability and Resiliency Officer in the development of long-range plans and strategy; help develop the Sustainability Division’s objectives, policies, procedures, and annual work plan; take lead responsibility for work plan implementation through direct project assignments, supervision of Sustainability staff, and coordination of staff in other departments; develop and implement mechanisms to track Sustainability program metrics and policy/program progress; and oversee the development of greenhouse gas (GHG) inventories and other important analytical efforts.

Distinguishing Characteristics: This single-class management position receives direction from the Chief Sustainability and Resiliency Officer and exercises direct and indirect supervision over assigned professional, technical, clerical, and consulting personnel. The Environmental Sustainability Coordinator is distinguished from the next higher class of Chief Sustainability and Resiliency Officer in that the latter has overall responsibility for the Sustainability Division.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist the Chief Sustainability and Resiliency Officer in the development and implementation of department goals, objectives, policies, and procedures.
2. Assist the Chief Sustainability and Resiliency Officer in preparing and monitoring the annual budget for the Sustainability Division.
3. Participate in the appointment of personnel; and manage and direct the activities of assigned staff, including work assignments, performance evaluations, employee development, and disciplinary action.
4. Lead assigned sustainability programs and projects; manage complex projects with the supervision of the Chief Sustainability and Resiliency Officer; and coordinate and serve as a technical resource on sustainability efforts among departments, external agencies, and community organizations.
5. Assist in the implementation of an equity integration plan.
6. Assist in the implementation of a resilience and adaptation plan.

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7. Perform high-level, complex analyses and prepare clear and concise spreadsheets, reports, correspondence, policies, procedures, and other written materials.
8. Provide complex, professional staff assistance to the Chief Sustainability and Resiliency Officer and City management, exercising political acumen.
9. Prepare and present effective staff reports and other necessary correspondence to the City Council, Council subcommittees, advisory bodies, community organizations, and/or other external agencies.
10. Evaluate proposed sustainability measures to identify tradeoffs and prioritize investment through life cycle costing, cost/benefit analysis, or other methods prior to implementation.
11. Keep current on Federal, State, and local legislation affecting sustainability programs and projects and analyze implications of new regulations and requirements; track Federal, State, and regional legislation and prepare advocacy letters and talking points.
12. Help develop and implement regional partnerships and initiatives with private-sector and governmental agencies.
13. Direct and/or implement Sustainability community and employee communication and outreach programs, events, platforms, and materials and track their success in engaging the community, private-sector, and City employees in sustainability efforts.
14. Assist the Chief Sustainability and Resiliency Officer to act as a City representative on sustainability topics to private organizations and other government agencies.
15. Help develop and implement mechanisms to track Sustainability program metrics and policy/program progress.
16. Manage and write grants and contracts, including preparing request for proposals (RFP), negotiating scopes of work, interviewing and selecting vendors, developing information systems to track performance, preparing deliverables, and payment terms and reports for the City Council.

17. Attend evening meetings and events and/or work various shifts, including nights, weekends, and holidays.
18. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Management principles and techniques, including goal-tracking, program development, implementation, evaluation, project management, and policy/program analysis and development; procedures for planning and coordinating programs; principles and practices of public administration; project budget preparation, tracking, and administration; applicable laws and ordinances; Federal, State, and local environmental laws and regulations; technical research and report/grant-writing abilities; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff; making presentations and public speaking; the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; and modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software applications relevant to work performed.

Ability to: Evaluate, recommend, develop, plan, and coordinate sustainability programs and projects; supervise, train, coach, and evaluate professional, technical, and clerical staff; interpret and explain division policies and procedures; independently organize work, set assignment priorities, meet critical deadlines, and follow up on assignments; conduct budget analysis; prepare public information materials; conduct cost/benefit analyses; prepare public information materials; explain City practices and objectives to appropriate public and private agencies, organizations, and individuals; effectively use computer system software applications; modern business equipment to perform a variety of work tasks; problem-solve and implement creative solutions; communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax; make effective presentations; exercise good judgment and sound decision-making within general policy, procedural, and legal guidelines; exercise informal authority to build consensus and foster innovation at all levels; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of progressively responsible experience in sustainability program development and implementation involving program analysis and coordination; graduation from an accredited college or university with a bachelor's degree in sustainability, environmental science, engineering, economics, planning, or other closely related field is required. A relevant master's degree, demonstrated experience of coordinating or overseeing related programs in a public-sector environment or nonprofit agency, and supervisory experience are highly desirable.

Required Licenses or Certificates: Possession of or ability to obtain and maintain a valid Class C California Driver License.

Working Conditions: May be required to work evenings and/or weekends depending on meetings and/or special events.

Established: October 2007

Revised: May 2021

HRD/CLASS SPECS

Environmental Sustainability Coordinator