

City of Delray Beach

Classification Description

Classification Title: **RESILIENCE AND OPERATIONAL EFFICIENCY OFC. Grade 118**

FLSA Status : **Exempt**

General Purpose and Description

This position supports the City's resilience, sustainability, asset performance, and operational efficiency goals by coordinating programs, evaluating cost avoidance and resource efficiency opportunities, and helping integrate resilience and performance considerations into City operations, capital planning, facilities, infrastructure, and community initiatives.

This position serves as a technical and program resource to City Administration and departments including Public Works, Development Services, Parks and Recreation, and related operational areas. The role supports current resilience and sustainability initiatives while helping establish a foundation for future asset performance and infrastructure resilience planning. Work is performed under the general direction of the City Manager or designee.

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Coordinate and support implementation of City's Sustainability and Resilience Master Plan and related planning efforts. Support integration of resilience strategies into City operations, facilities, infrastructure planning, and capital projects.
- Coordinate programs and grants related to sustainability, resilience, environmental stewardship, resource efficiency, and community resilience, aligning with operational outcomes, infrastructure priorities, funding opportunities, and fiscal value.
- Assist with implementation of resilience-related projects, studies, grant-funded initiatives, and interdepartmental planning efforts.
- Coordinate with City departments to advance resilience, sustainability, asset performance, and operational efficiency initiatives.
- Support interdepartmental working groups, project teams, implementation meetings, public communication, and stakeholder engagement.
- Participate in capital project planning, project development, and interdepartmental coordination processes as assigned, providing input during project scoping, design development, procurement preparation, and implementation.
- Support integration of resilience and operational efficiency considerations into projects involving City facilities, stormwater infrastructure, mobility improvements, parks, energy and water systems, major renovations, and facility upgrades.
- Review capital projects, facility improvements, infrastructure upgrades, and public realm projects for opportunities to improve resilience, efficiency, durability, and lifecycle value.
- Assist departments in identifying opportunities to reduce operating costs, improve asset performance, extend asset life, and improve service reliability.
- Assist in identifying and addressing risks related to flooding, extreme heat, severe weather, infrastructure stress, service disruption, and changing regulatory requirements.
- Coordinate with departments to identify vulnerabilities and practical mitigation strategies that improve continuity of service and reduce long-term risk.
- Develop and maintain tracking tools related to sustainability, resilience, operational efficiency, asset performance, cost savings, cost avoidance, and grant performance.



- Collect, organize, and analyze data related to energy use, water use, facility performance, infrastructure resilience, program outcomes, and operational efficiency.
- Prepare reports, dashboards, summaries, presentations, grant materials, and briefing documents for City Administration, departments, advisory boards, and other stakeholders.
- Identify and support grant opportunities, incentives, rebates, and external funding sources related to resilience, infrastructure, energy efficiency, water efficiency, sustainability, and operational improvements.
- Assist with grant applications, supporting documentation, benefit-cost information, administration, compliance tracking, performance reporting, incorporating resilience, lifecycle value, operational efficiency, and measurable public benefits.
- Provide technical assistance to departments on sustainability, resilience, operational efficiency, and asset performance considerations, translating sustainability and resilience concepts into practical operational requirements.
- Serve as an internal resource on performance-based frameworks such as LEED, LEED for Cities, FGBC, Green Globes, ENERGY STAR, WELL, and similar programs.
- Facilitate communication among departments involved in capital planning, facilities, infrastructure, parks, planning, procurement, grants, and community programs.
- Prepare and present educational materials, presentations, web content, reports, and outreach materials as assigned.
Coordinate with local private and public agencies to deploy energy conservation measures and
- Fosters positive employee relations and employee morale on a City-wide basis.

Minimum Qualifications and Requirements

Bachelor's degree in Sustainability, Environmental Science, Urban Planning, Public Administration, Engineering, Construction Management, Architecture, Emergency Management, Public Policy, or related field. Masters degree a plus. Four years of progressively responsible experience in sustainability, resilience, municipal operations, capital project support, facilities, infrastructure planning, building performance, grants, environmental programs, or a closely related field. Experience coordinating programs or projects involving multiple departments, agencies, consultants, or stakeholders. Experience collecting, analyzing, and presenting data related to program performance, resource use, infrastructure, facilities, grants, or operational outcomes. Working knowledge of municipal sustainability or resilience programs, building systems, facility operations, energy and water efficiency, infrastructure planning, capital project coordination, grant administration, climate adaptation, hazard mitigation, asset management, or lifecycle cost concepts. Ability to communicate technical information clearly, prepare reports and presentations, manage multiple priorities, and coordinate across departments.

Preferred Qualifications: Experience working in or with local government. Experience coordinating with Public Works, Facilities, Planning, Parks, Utilities, Emergency Management, or similar operational departments. Experience supporting capital improvement projects, infrastructure planning, facility improvements, or development review processes. Experience with building performance, asset performance, lifecycle cost analysis, operational efficiency, infrastructure resilience, grant administration, or funding strategy. Familiarity with sustainability, resilience, and performance-based frameworks, including LEED, LEED for Cities, Florida Green Building Coalition, Green Globes, National Green Building Standard, ENERGY STAR, WELL, or similar programs. Familiarity with analytical or reporting tools such as ENERGY STAR Portfolio Manager, GIS, ClearPath, asset management or work order systems, and spreadsheet-based analysis tools. Experience developing performance metrics, dashboards, reports, or decision-support materials independently and make decisions based on established law, policies, and procedures. Ability to be proactive in matters relating to sustainability. Ability to establish and maintain effective working relationships with elected officials, department officials, outside agencies, employees, and the public.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies,

