

City of Delray Beach

Classification Description

Classification Title: **SUSTAINABILITY OFFICER**
FLSA Status : **Exempt**

General Purpose and Description

This position involves highly responsible and independent administrative and managerial tasks in planning, coordinating and directing activities of the City's sustainability programs to ensure that initiatives, implementation and activities are well coordinated, executed, and aligned with the City's sustainability objectives. An employee assigned to this classification coordinates sustainability and energy conservation program activities to insure administrative efficiency and compliance with best-practice standards. 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.

- Prepare City-Wide sustainability initiatives, energy conservation and climate protection programs; serve as staff liaison to citizen advisory committees on matters of sustainability; work collaboratively with staff on green initiatives and provide support as requested.
- Initiates, coordinates, and implements programs related to the following: carbon footprint reduction, energy efficiency, water conservation, storm water awareness, King tides, transportation, green building principles (e.g. Florida Green building Council, LEED), and other sustainable and/or conservation projects.
- Assists in the development, implementation and provides progress report updates of sustainability plan to City Administration, City commission, citizen's Advisory Boards, and the public.
- Prepares updates for the communications/media on program accomplishments. Reports on program management and metrics, develops curriculum for public outreach, public education, and business workshops. Coordinates sustainability website and updates information on a regular basis or as required.
- Coordinate with local private and public agencies to deploy energy conservation measures and awareness; outreach and education for City employees and citizens; economic outreach and deployment of green businesses, alternative energy deployment and "waste to wealth" initiatives.
- Assist Facilities Management Division with energy usage analysis and energy conservation measures.
- Work closely with Senior Management staff and other groups to research, set and achieve sustainability goals through the Aligning for Success initiative.
- Assists with planning and implementing annual sustainability summit for stakeholders, government and the general public.
- Plans, participates, and makes program presentations at local events to leverage City's relationships within the county and region.
- Act as Subject Matter Expert in strategic discussions and assist in developing and implementing critical policies related to long term sustainability.



- Assist in developing and implementing strategies related to community sustainability issues such as climate change (mitigation and adaptation), local food supply, energy security, and sustainable economic development.
- Research and pursue federal and state grants related to renewable energy such as Energy Efficiency and Conservation Block Grants; research and pursue grants, contracts and private donations and partnerships.
- Manage budget and accounting funds associated with sustainability projects and programs.
- Prepare and review reports and records of program activity to ensure progress is being accomplished toward sustainability goals and objectives.
- Modify and/or change program methodology as required to redirect activities and to attain program objectives.
- Ensure efficient and effective daily operations of the Sustainability Program; ensure all sustainability measures are evaluated for cost effectiveness.
- Fosters positive employee relations and employee morale on a City-wide basis.

Minimum Qualifications and Requirements: Bachelor's degree in Environmental Sciences, Engineering, Sustainability, or related program area; Master's degree preferred. Five to seven years of work experience related to sustainability, resiliency, and/or environmental programs of which at least three years of work experience must be in local government. Demonstrated knowledge of current practices and principles of energy conservation/efficiency, sustainable living and/or related "green" practices. Demonstrated expertise in federal, state and local regulations related to the sustainability and energy conservation. Demonstrated knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning and management. Knowledge of the City's policies, procedures, and practices. Skill in policy interpretation and application. Demonstrated ability to effectively utilize personal computer and office software such as Microsoft Word, Microsoft Excel, and Microsoft Outlook. Ability to enter and retrieve data accurately using the City's mainframe system or other required application. Ability to communicate effectively in oral and written form. Ability to handle complex problems encountered using knowledge acquired through training and experience. Ability to carry out complex assignments 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, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 15 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to sit at a desk and view a display screen for extended periods of time. Works inside in an office environment.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee name Employee signature Date

Approved: _____
Supervisor or HR name Supervisor or HR signature Date