



## Climate Action Manager

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### Summary

Under administrative direction, plans, develops, manages, and implements a wide range of environmental sustainability policies and programs including those related to energy, water, and natural resource conservation, climate action planning and healthy community initiatives; serves as a liaison and leader to the public, other City departments, civic groups, business organizations and other public agencies as it relates to environmental sustainability policies and programs.

### Class Characteristics

This is a professional-management level position with broad responsibility for management, coordination and oversight of City-wide sustainability and climate action initiatives and programs. The incumbent performs highly complex administrative and technical work and leads citywide and community efforts in planning, developing, managing, coordinating, and implementing sustainability efforts. This position uses independent judgment and analytical abilities, which require sound grounding in municipal and state government requirements. Responsibilities include representing the City in a variety of public forums, developing constructive community relationships with a variety of diverse interest groups, and building consensus/trust to implement policy initiatives. Strong written, verbal, interpersonal and human relations skills are essential for an incumbent assigned to this position.

### Essential Duties, Skills and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Plans, develops, implements, manages, and monitors the City's Climate Emergency Framework, Climate Action and Adaptation Plan, and other related policies and projects.

Serves as a liaison and leader for a variety of community organizations including groups organized for climate equity, environmental, and sustainability purposes.

Serves as a public spokesperson for the City's sustainability initiatives and programs by attending conferences, giving presentations and fostering local and regional partnerships with businesses and other organizations.

Meets with city departments, community groups, neighborhood, civic and business organizations, and members of the public on sustainability policies and projects.

Manages and coordinates community-focused programs related to energy efficiency, renewable energy, green buildings, decarbonization, greenhouse gas emissions, climate change, water conservation, watershed protection and general sustainability.

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Oversees and conducts complex studies and prepares a variety of reports, correspondence, policies, procedures, ordinances, agreements and other written materials.

Oversees and coordinates and leads inter-departmental personnel assigned to implement the Climate Emergency Framework and Climate Action and Adaptation Plan and other related policies and projects.

Researches information and drafts documents for presentation and publication such as status reports; develops and oversees contracts related to sustainability.

Develops educational, informational, and marketing materials to promote sustainability initiatives to enhance the focus on conservation and life-cycle approaches to decarbonization, sustainable building construction, energy efficiency, water conservation, and the efficient use of materials and natural resources.

Develops and maintains sustainability tracking systems to report progress toward sustainability and climate goals outlined in the Climate Emergency Framework and Climate Action and Adaptation Plan.

Performs citywide program specific organizational, operational, financial and policy analysis; prepares narrative and statistical reports related to operations, activities, and recommendations.

Prepares staff reports to City Council which analyze and summarize initiatives and legislation related to climate change.

Supports and provides oversight to grant applications and funding related to sustainability projects.

Perform other duties as assigned.

### Skills/Abilities:

Effectively administer a number of environmental programs, projects and activities.

Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.

Analyze data related to sustainability activities.

Analyze sustainability related legislation.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; set priorities and meet critical time deadlines.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Make sound independent decisions within established policy and procedural guidelines.

Facilitate meetings and build consensus with diverse groups of stakeholders.

Effectively manage multiple priorities, organize workload, and meet established deadlines.

Operate modern office equipment, including computer equipment and specialized software applications, including but not limited to Microsoft Office applications such as Word, Excel, Outlook, and PowerPoint.

Successfully navigate political or other sensitive situations using tact, initiative, prudence and independent judgment within general policy and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform successfully in a team-based environment and achieve common goals.

Communicate effectively both orally and in writing.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk, or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Work is performed both indoors and outdoors. Indoor work is performed in an air-conditioned office environment with a moderate noise level. Outdoor work involves exposure to a variety of weather conditions including exposure to traffic and noise, industrial wastes and hazardous materials, and work on slippery or uneven surfaces. This position may involve independent travel as well as some evening and weekend work.

**Qualifications:**

**Knowledge of:**

Principles of sustainability, decarbonization, and community environmental protection strategies including conservation, source reduction, pollution prevention, energy efficiency, climate protection, greenhouse gas emissions reductions, recycling and other environmental issues in a public agency setting.

Environmental program development, implementation, and evaluation.

Public education, outreach, and policy advocacy.

Principles, practices and techniques of natural resource protection, conservation planning, mitigation, and restoration projects.

Practices of researching environmental issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.

Familiarity with public land management and stewardship, including land acquisition, conservation easements and other conservation strategies.

Principles, practices, and techniques of administration of contemporary sustainability and climate action programs.

Applicable federal, state, and local laws as well as City policies, procedures, and ordinances.

Education and Experience

*Any combination equivalent to education and experience is likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

Bachelor's degree from an accredited college or university with a major in biology, natural resource management, environmental sustainability, urban planning, or a field related to the work.

Experience:

Three years of increasingly responsible experience in natural resource management, community advocacy or a related field which demonstrate possession of the knowledge and abilities listed above.

Certifications/Licenses:

Possession of or the ability to obtain a valid California Class C driver's license.

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Department: City Manager  
FLSA Status: Exempt