

**City of San Rafael
Job Class Specification**

Job Title: Sustainability Program Manager

SUMMARY

Under general direction of the Assistant City Manager, the Sustainability Program Manager will be responsible for the development and implementation of the City's sustainability strategy which will involve all aspects of City government as well as perform other duties as assigned.

This position is distinguished by the significant level of responsibility to communicate with a wide variety of City Staff, community leaders, business executives and residents, the complexity of duties which combine technical expertise and organizational skill, and the level of independent decision-making in developing programs anticipated to achieve the City's sustainability objectives. This position exercises supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Develop a strategy to achieve sustainability by developing staff and regional community involvement, buy-in, and active participation
- Utilize and improve the governance structure for achieving sustainability which has been developed to date
- Develop mechanisms to insure that the City's management team is fully engaged in the sustainability strategy and that their programs are fully aligned with it
- Identify and develop responses to challenges and emerging issues faced by the organization.
- Recognize internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them
- Oversee implementation of all aspects of the sustainability strategy
- Serve as the City's principal spokesperson on sustainability in dealing with the media and community leaders
- Actively engage and cultivate relationships with regional, state and national leaders in the sustainability movement. Utilize their ideas and experiences to refine and improve the City's programs
- Manage the sustainability program budget of the Sustainability Office and leverage the budgets of the City's departments and other offices to achieve sustainability.
- Oversee day-to-day administrative and operational activities of the sustainability program, including staff and volunteer supervision and development

Knowledge of:

- Current sustainability issues and methods;
- Principles and practices of advocacy, community engagement and consensus-building methods;
- Principles and practices of supervision;
- Pertinent Federal, State and local laws, rules, codes, policies and procedures;
- Principles and practices of leadership and motivation.

Skill in:

- Proactively building relationships with community leaders
- Entrepreneurship, taking initiative and working independently
- Managing a variety of key initiatives concurrently
- Translating strategic thinking into actions plans and output
- Mentoring, and coaching others
- Exercising excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills

Ability to:

- Gain the credibility and respect of high-performing leadership team and elected City Council and establish effective working relationships with a range of people and organizations;
- Analyze situations accurately and take appropriate action; make decisions in a changing environment and anticipate future needs
- Operate as an effective tactical as well as strategic thinker
- Be innovative and creative in addressing community issues;
- Communicate clearly and concisely, both orally and in writing;
- Use standard office automation tools and data systems.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Requires equivalent to a Bachelor's Degree in a related field and five years of professional experience related the essential duties of the job such as those listed above. Supervisory experience is also desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Special Requirement: Valid CA driver's license.

LANGUAGE SKILLS:

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to prepare clear and comprehensive written reports and correspondence. Ability to communicate effectively, both orally and in writing.

MATHEMATICAL SKILLS:

Ability to calculate figures and basic statistics such as ratios and percentages.

REASONING ABILITY:

Ability to deal with problems involving several variables in a given situations. Ability to interpret, integrate and effectively apply a variety of instructions and knowledge.

PHYSICAL DEMANDS:

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. 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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel or crouch; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation. The employee may 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. Employee must possess sufficient hearing to hear conversations in person and on the telephone; and ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.

WORK ENVIRONMENT:

The work environment characteristics described here 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 regularly works in inside environmental conditions. The employee may occasionally work odd and irregular hours, including nights, weekends, and holidays; and is required to travel within the community to meetings, and events.

FLSA Status: Exempt
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