

Compensation and Benefits

The position of Part-Time Sustainability Coordinator has an hourly range of \$34.03 to \$41.37. This position does not receive any benefits other than paid holiday equivalents and 24 hours of Sick Leave per year

The City does not participate in Social Security, Part-Time employees are enrolled in a Deferred Compensation Plan through Public Agency Retirement Services (PARS).

The Recruitment Process

To apply for this exciting career opportunity, please send your completed City of Sonoma application, resume and cover letter electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager:
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete a pre-employment physical and background investigation.

Search Schedule:

Application/Resume filing deadline...5:00 p.m., Friday, Sept. 6, 2019

Preliminary Interviews.....Week of Sept. 16, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

On the Cover:

The Montini Open space Preserve The Montini Open Space Preserve is covered with oak woodland, large rock outcroppings (including an historical rock quarry), and open grassland. The trails offer beautiful views of Sonoma Valley, San Francisco and San Pablo Bays. Protecting the Montini property has helped to maintain the historic character of this ranch that has existed since the time of General Vallejo.



Water Tank at Sonoma Community Center



City of Sonoma California



Invites applications for the position of:

Limited-Term, Part-Time Sustainability Coordinator

Within the
Planning and
Community Services Department

~Apply Immediately~

Application deadline is 5:00 p.m., Friday, Sept. 6, 2019

The City of Sonoma is seeking highly qualified, dynamic, and enthusiastic candidate to fill this newly created Sustainability Coordinator position. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions. The Sustainability Coordinator is a half-time, unbenefited position.

City of Sonoma



No. 1 The Plaza
Sonoma CA 95476
707.938.3681 phone
707.938.8775 fax
www.sonomacity.org

The Position

The **Sustainability Coordinator** performs professional level work in the field of climate change and sustainability. The focus of the Sustainability Coordinator is threefold: 1) City of Sonoma Climate Change Action Plan; 2) Waste Minimization/Recycling; and, 3) Electric Vehicle Charging Stations.

In addition, the **Sustainability Coordinator** will develop public outreach strategies in support of local and regional energy efficiency and greenhouse gas reduction efforts; and, promote, provide direction, and assist internal departments, residents, business community groups and the public in the development and implementation of sustainability efforts.

Receives direction from the Planning and Community Services Director and general direction from the City Manager and the Executive Management Team regarding regional and community initiatives. Provides staff support to the Community Services and Environment Commission. May provide direction to lower level staff, volunteers, and interns.

The ideal candidate would be an open minded, perceptive, and proactive leader who posses a thorough knowledge of principles and practices of current urban planning and Climate Change Initiatives. In addition, proven written and oral communication skills, solid interpersonal skills, and an ability to develop and maintain effective working relationships with staff, other City departments, elected officials, and members of the community is critical.

All public employees are determined to be disaster workers under Section 3101 of Government Code. As a disaster worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.



The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly small town atmosphere with residents that are actively engaged in city policies, volunteerism, and non-profits, as well as community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 11,556 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community festivals and drawing the community together all year round.

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. The City of Sonoma has a staff of 39 full-time and five part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

Distinguishing Characteristics

This positions is a journey level in the professional Planner series. The individual chosen must have the ability perform professional level current and long term duties; participate in establishing long-term goals, objectives; develop policies, procedures and work standards .

Example of Essential Duties

The Sustainability Coordinator will:

- Oversee and coordinate the adopted Climate Action 2020 Measures implementation, state mandates, and other sustainability-related programs and activities.
- Support City representatives on Regional Climate Protection Authority, Sonoma County Waste Management Authority, Sonoma County Community Development Committee, Sonoma Clean Power, and other sustainability-related Boards.
- Promote, coordinate, and implement electrical vehicle charging stations.
- Develop and implement methods to reduce landfill waste.
- Actively engage and cultivate relationships with local and regional groups in the sustainability movement and build positive working relationships with the community to ensure these programs are successful.
- Makes public presentations regarding sustainability opportunities, programs, and initiatives; present updates to City Council and Community Services and Environment Commission, and community members with regard to sustainability programs and Climate Action 2020 measures; present and promote sustainability at community events and City activities.
- Work with stakeholders groups and city departments to develop and implement programs related to the Climate Action 2020 measures; support initiatives related to neighborhood enhancement, beautification, and sustainability; plan and publicize City sustainability activities, opportunities, and recognition events.
- Support other environmental programs including, but not limited to, storm water reuse, integrated pest management, water conservation and reuse.
- Develop and implement mechanisms to track progress in achieving the environmental sustainability goals and objectives.
- Build and maintain positive working relationships with co-workers, other City employees and provide a high-level of customer service that is transparent and responsive to the needs of all internal and external customers.
- Foster an environment that embraces diversity, integrity, trust, and respect.



Minimum Qualifications for Both Positions

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, urban planning, or a related field.

EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

LICENSE AND CERTIFICATE:

Possession of, or ability to obtain, a valid California Driver's License.



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to reserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.