

SUSTAINABILITY COORDINATOR

DEFINITION

To perform professional level work in the field of climate change and environmental sustainability and to implement the City of Sonoma Climate Change Action Plan (CCAP) and help coordinate other environmental projects for the City; to develop public outreach strategies in support of local and regional energy efficiency and greenhouse gas reduction efforts; to promote, provide direction, and assist internal departments, residents, business community groups and the public in the development and implementation of sustainability efforts.

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Oversee and coordinate the Climate Change Action Plan (CCAP) implementation, state mandates, and other sustainability-related programs and activities including all aspects of the city's sustainability strategy; manage the integration of the City's environmental-related programs.

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; work closely with Regional Climate Protection Authority (RCPA) which coordinates countywide climate protection efforts among Sonoma County's nine cities and multiple agencies.

Makes public presentations regarding volunteer and sustainability opportunities, programs, and initiatives; present updates to Council and community members with regard to sustainability programs and CCAP elements; present and promote the City's CCAP at community events and City activities.

Work with stakeholders groups and city departments to develop and implement programs related to volunteerism and the Climate Change Action Plan; support initiatives related to neighborhood enhancement, beautification, and Sustainability; plan and publicize City Sustainability activities, opportunities, and recognition events.

Coordinate with the Public Works Department and promote the implementation of energy and water efficiency measures in City facilities including EV charging stations.

Promote waste reduction efforts to public, including working with the Sonoma Garbage Collectors, the local waste hauler, on expanded programs and state requirements; work closely with Zero Waste a regional JPA focused on waste reduction and recycling.

Research, analyze and interpret related social, economic, population and land use data and trends as it pertains to Climate Change initiatives.

Promote energy efficiency programs to property owners and neighbors.

Work with the Sonoma County Transportation Authority and major local and regional employers to implement trip reduction measures.

Support other environmental programs including, but not limited to, storm water reuse, water conservation and reuse.

Develop and implement mechanisms to track progress in achieving the environmental sustainable goals and objectives.

Research and write grant applications.

Work with City leadership team and staff to recognize internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them.

Develop marketing and publicity plans to engage volunteers and other community members including developing content for, and maintaining, the City's sustainability webpage, City social media sites, and other web-based marketing activities.

Maintain a variety of records, statistics and reports as needed; prepare staff reports and other written documents including quarterly reports, contracts, program plans, and assessments; collect and create reports on Greenhouse Gas Inventory data and Climate Change Action Plan program data to meet City, State and Federal goals and mandates.

Facilitate community and inter-departmental staff meetings to develop, implement and evaluate Volunteer and Sustainability programs related to department objectives as well as Council goals and priorities.

Tracks and reports on ordinances, laws and regulations having to do with Sustainability, and participates in development of local ordinances related to elements of the Climate Change Action Plan and Sustainability in general.

Reviews and revises the Implementation Plan for the Climate Change Action Plan as necessary to meet its goals as well as State mandates.

Perform a variety of special projects related to planning programs and functions, including General Plan updates, municipal code updates, and other programs; compile information and make recommendations on special studies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and trends in sustainability, climate change mitigation and adaptation, energy and water efficiency, environmental law, and general knowledge of urban planning.

Principles and practices of program management, including development, monitoring and implementation.

Principles and practices of public outreach, including planning, marketing and presentation of educational efforts for the public related to environmental sustainability.

Pertinent local, state and federal laws, rules, regulations and ordinances specifically applicable environmental laws and regulations.

Funding sources available to finance environmental compliance and sustainability programs; grant sourcing and development.

Program development and management and methods and techniques used for recruiting and managing volunteers.

Energy conservation, waste management, and other Sustainability-related programs, best practices.

Pertinent local, state and federal laws, ordinances and regulations.

Methods and techniques of research and report preparation.

Ability to:

Represent the City in meetings with the public, media and governmental bodies to promote CCAP programs, objectives, and goals.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Represent the City in meetings with the public, media and governmental bodies to promote CCAP programs, objectives, and goals.

Research, analyze, interpret, develop and implement policies, procedures, rules and regulations.

Assess long and short-term sustainability needs and greenhouse gas reduction objectives, and design effective programs to meet these needs in a cost-effective manner.

Plan, develop and monitor budgets and contracts and understand, track and pursue grants and grant opportunities.

Effectively communicate and market sustainability programs to residents and business owners and other stakeholder groups.

Prepare clear, concise and accurate written reports, proposals and reports.

Supervise volunteers and apply principles of leadership and supervision.

Establish and maintain effective working relationships with those contacted in the course of the work; work cooperatively with others and secure cooperation and teamwork among staff, stakeholders, other City departments/divisions, and outside organizations.

Analyze problems, identify alternatives and formulate and implement recommendations.

Initiate and sustain interest of the community to participate in the programs.

Evaluate the skills and abilities of volunteers.

Facilitate groups, including members of the public, business community, City staff, and representatives from other governmental and non-governmental agencies and organizations.

Write accurate and concise technical reports and memoranda.

Research, analyze and summarize sustainability and environmental issues.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Some directly related experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Environmental Studies, Environmental Science, Sustainability Studies or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license as required by the position.