



Williams College
Office of Human Resources
POSITION DESCRIPTION

NAME:	_____	IMMEDIATE SUPERVISOR:	Will Dudley
	Director, Zilkha Center for Environmental		
TITLE:	Initiatives	SUPERVISOR'S TITLE:	Provost
DEPARTMENT:	Zilkha Center for Environmental	POSITION ENTRY DATE:	_____
POSITION #:	2731	DATE UPDATED:	1/1/14

Instructions: A position description should provide an up-to-date outline of the position’s primary function and major duties and responsibilities. Please consider the following guidelines when completing the sections below.

1. Be brief and to the point.
2. Be accurate and specific. Avoid ambiguous words.
3. Begin sentences with action verbs. Some examples of **action verbs** are listed below.
4. Use “may” or “occasionally” when the position does not require the regular performance of a specific position responsibility.

The employee and supervisor (or department head) should discuss and resolve any questions or uncertainties prior to finalizing this form. Once finalized, please email all updated Position Descriptions to Human Resources (hr@williams.edu).

PRIMARY PURPOSE/FUNCTION

Please summarize the essential purpose of the position. Why does this position exist and how does it fit into Williams College as a whole? Provide a brief, two or three sentence description of the position.

The Director of the Zilkha Center for Environmental Initiatives serves as the leader, coordinator, and communicator of the College’s sustainability efforts.

The Zilkha Center is charged with raising campus engagement with local, regional, and global environmental issues; serving as a knowledgeable resource for College operations, including Facilities and Dining; developing, tracking, and reporting meaningful measures of the institution’s environmental performance; identifying, prioritizing, and planning opportunities to improve sustainability at Williams.

The Director supervises two professional staff members; manages the Zilkha Center’s budget; and collaborates with individuals, committees, and departments across the College.

The Zilkha Center, together with the Center for Environmental Studies, will soon be housed in a newly renovated and expanded Kellogg House, which is being designed to meet the exacting Living Building Challenge standards.

PRIMARY DUTIES AND RESPONSIBILITIES

Please list all key duties and responsibilities that occupy a significant part of time on the job. Be as specific as possible and list the most important duties and responsibilities first. Please show the approximate percent of time spent in each category in a representative year. Listed duties and responsibilities should not exceed 100%, and it is not necessary to list those duties that are less than 5%.

ACTION VERBS

- | | | | | |
|------------|------------|-----------|-----------|-----------|
| administer | control | evaluate | monitor | recommend |
| advise | coordinate | expedite | negotiate | research |
| analyze | decide | implement | operate | review |

approve	deliver	inspect	organize	schedule
check	design	interpret	oversee	supervise
collaborate	develop	maintain	perform	test
compile	direct	make	plan	train
conduct	establish	manage	prepare	verify

DUTIES AND RESPONSIBILITIES	APPROXIMATE % OF TIME
<p>Provide leadership in advancing the college’s sustainability goals and strategies to integrate William’s sustainability principles into operational practices.</p> <p>Collaborate with campus leaders, department heads and Zilkha Center to develop workable, financially feasible operational level plans.</p> <p>Establish Williams as a national and international leader in sustainability.</p> <p>Design and implement a communication strategy to publicize, promote and inform a range of campus stakeholders (students, faculty, staff, Trustees, alumni, prospective students, community members, potential donors, and other institutions of higher learning,) about the environmental impacts of the college’s operations, steps taken to increase sustainability, best practices, reports, lessons learned, and future plans.</p> <p>Participate in regional and national programs to enhance sustainability efforts in higher education.</p> <p>Support campus offices and departments in their efforts to improve sustainable practices.</p> <p>Contribute environmental expertise to college committees.</p> <p>Identify, prioritize, and plan initiatives to improve sustainability at Williams.</p> <p>Promote awareness of the college’s sustainability initiatives.</p>	
<p>Create, maintain, and publish a “dashboard” of campus sustainability indicators.</p> <p>Collect, analyze and communicate campus sustainability measurements in collaboration with other key offices at Williams. Monitor Williams’ sustainability performance in water management, transportation, green building, grounds management, energy, and waste among other sustainability issues. Develop Williams’ sustainability website to provide resources related to sustainability, Williams’ practices and programs, energy management, and other sustainability measures.</p> <p>Report performance on greenhouse gas emissions and other established targets.</p>	

<p>Collaborate with the Center for Environmental Studies and other academic departments.</p> <p>Take full advantage of the educational opportunities provided by Kellogg House.</p> <p>Engage students, faculty, and staff in the environmental performance of the college.</p> <p>Collaborate with and provide guidance and support to individual students and student groups on extra- and co-curricular sustainability initiatives (winter blitz, energy competitions, expanded composting, bike infrastructure, and other programs)</p>	
<p>Select and hire outside professional services when appropriate. Engage and manage the work of professional service providers (renewable energy consulting projects, green building consultants, waste management consultants, and other technology experts, etc.)</p> <p>Build effective relationships with local and regional environmental leaders.</p>	
<p>Manage the Zilkha Center’s budget.</p> <p>Supervise the Assistant Director and the Sustainable Food and Agriculture Program Manager.</p> <p>Design and develop student internship research projects and work programs that support overall sustainability efforts. Manage summer research assistant and student employee budget.</p>	
<p>Pursue grant funding, rebate programs, and other savings opportunities.</p> <p>Advise on the sustainability implications of capital projects.</p>	

COMPLEXITY

Please describe the aspects of the position which are the **most** complex, or require the employee to analyze, interpret, develop, or research problems. Consider whether the work involves the use of routine, well established methods, or activities that require using many different procedures for changing situations.

All aspects of the Director’s position involve analysis, interpretation and problem solving. Sustainability work is collaborative and ever-evolving, requiring a keen understanding of inter-personal and inter-departmental relationships and motivations, and the ability to adjust rapidly to changing circumstances. The primary goal of the Zilkha Center to guide the development of a sustainable campus requires changing long-established practices and processes in many departments across campus. A variety of management (directive, supportive, analytical, and collaborative) approaches and analytical techniques are required for success. The Director must understand and be able to influence without having direct authority over work processes involved in building and renovation work, food services, event planning, waste management, athletics, teaching, and processes that involve the use of resources on campus.

RELATIONSHIPS

Please describe any primary contacts within and/or outside Williams College required to perform the job successfully, including whom the contact is with (e.g., alumni, other department heads, Admissions Counselors) and the nature of the relationship (e.g., provide/receive information, counsel, advise, negotiate).

CONTACT	NATURE OF RELATIONSHIP
Exec Dir, Design & Construction, Facilities	Negotiate, provide services, provide/receive information,
Faculty	Collaborate, provide services, counsel, advise
Department Heads	Negotiate, inform, counsel, advise
Director of CES	Collaborate
Consultants	Manage, negotiate, direct
Environmental Organizations	Collaborate, inform
Facilities and Dining Staff	Training, collaboration, counsel, advise
All Williams personnel	Provide information, counsel, advise
Committees	Provide counsel and information, collaborate, advise

IMPACT OF DECISIONS

Please describe the types of decisions and recommendations that the employee must regularly make. Indicate the extent of participation in the decision-making process, and if this position has final decision-making authority. Describe the impact of errors in decision-making.

SUPERVISORY RESPONSIBILITY

Please list the title(s) of any position(s) the employee supervises and the number of people in those positions. Describe this position’s relationship to those supervised: compare the type of work and indicate the presence of hiring, firing, or performance evaluation authority.

Supervise the Assistant Director and the Sustainable Food and Agriculture Program Manager.

Manage a student intern program.

KNOWLEDGE AND SKILLS REQUIREMENTS

Indicate the **minimum** formal education and/or job-related experience required (not preferred) for someone to perform this position successfully **upon hire**. Please keep in mind these requirements may or may not match the employee’s personal background.

MINIMUM EDUCATION (Please place an 'X' next to one)

MINIMUM EXPERIENCE (Please place an 'X' next to one)

- None
- High school diploma or equivalent
- Associate's degree or equivalent
- Bachelor's degree or equivalent
- Master's degree or equivalent
- Other: LEED accreditation – Leadership in Energy
Please specify

- Less than 1 year
- Between 1 year and 2 years
- Between 2 years and 5 years
- Between 5 years and 8 years
- Over 8 years

SPECIALIZED SKILLS AND/OR TRAINING

*Please indicate any additional specialized skills or training required to be **hired** into this position.*

Expertise in a variety of sustainability issues – green building, food, waste management, resource consumption, environmental impact, environmental regulations, etc.
 Technical skills, such as database development and management, web development and management,
 Communication skills – written communication, oral presentation and visual presentation, time management skills,
 Inter-personal skills - ability to negotiate, communicate and collaborate with a variety of individuals and groups, from first line personnel to senior administration,
 Data analysis and problem solving, financial analysis, budgeting,

WORKING CONDITIONS

Please describe the working environment typical for this position and how these conditions impact the position. List any unusual conditions in the working environment (e.g. unusual laboratory conditions, heavy lifting, exposure to outside elements, or use of heavy machinery).

Office, occasional bending and lifting

PHYSICAL DEMANDS

Please describe the physical demands 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.

Occasional travel

ADDITIONAL EMPLOYEE COMMENTS

Please use the space below to add any other information about the position not previously indicated.

Please review the entire position description to make sure you have not overlooked any important information.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____
(as applicable)

Thank you for your time and effort in completing this position description.