
Director of Sustainability

Position Description

Position Information

Position Title	Director
Posting Title	Director of Sustainability
Title Code	TAMU-7610
Classified / Non-Classified	Non-Classified
If New Title, Please Enter Proposed Title:	
Department	DIVISION OF ADMINISTRATION E&G / 02-120005
Geographic Location	College Station
Direct Supervisor	Sarah J Schneider
PIN	M34774
FLSA	Exempt
ADLOC Account	02-120005
Funding Account(s)	02-120082-00000 – 100%
Primary Funding Source	Education and General
If 'Other' Primary Funding Source, Please Specify:	
Title Minimum Salary Rate	
Title Minimum Salary Pay Basis	Annually
Position Type	Budgeted/Benefits - Full-Time
If 'Part Time', Please Specify Percent Effort:	
Is this position restricted by the Patriot Act?	No
Is this position D.O.T. regulated?	No
Secondary Costs:	\$20,000 for office equipment, supplies and training
Is this a supervisory position that	Yes

has the authority to hire employees or whose recommendations for hiring, termination or other change of employment status are given strong consideration?

Employees Supervised: 2 Sustainability Operations Coordinators, 1 Graduate Assistant Non-Teaching, 6-11 Student Interns

Does this employee customarily and regularly exercise discretion and independent judgment and have the authority to make important decisions? Yes

If Yes, give percentage: 80

Please indicate machines or equipment used in the performance of essential duties: Computer – 20 hours
Phone – 5 hours

TITLE Required Education and Experience: Bachelor's degree or any equivalent combination of training and experience. Ten years of progressively responsible management experience.

Position Specific Required Education and Experience: Bachelor's degree in environmental studies or related field or any equivalent combination of training and experience. Ten years' progressively responsible administrative/managerial experience in a sustainability-related field such as environmental and social resource management, including supervisory experience.

TITLE Preferred Education and Experience: Bachelor's degree. Ten or more years of experience in responsible management experience, preferably in higher education, including some supervisory experience.

Position Specific Preferred Education and Experience: Master's degree; experience in higher education.

TITLE Required Licenses and Certifications: None.

Position Specific Required Licenses and Certifications:

Preferred Licenses and Certifications:

TITLE Required Special Knowledge, Skills, and Abilities: Excellent oral and written communication skills. Ability to use word processing, spreadsheet and database programs.

Position Specific Required Special Knowledge, Abilities, and Skills: Oral and written communication and analytical skills. Ability to use word processing and spreadsheet software to communicate technical and financial information. Ability to multi-task and work cooperatively with others.

Preferred Special Knowledge, Abilities, and Skills: Knowledge of the Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking Assessment and Rating System (STARS).

TITLE Other Requirements or Other Factors:

Position Specific Other Requirements or Other Factors: Effectively interact with staff, students, and faculty of all genders, races, ethnicities, and backgrounds to build bridges and relationships while providing excellent customer

service. Contribute to a safe working environment by reporting accidents and unsafe working conditions, uses proper protective equipment. Follow safety procedures and participates in safety training. Represent the Division to internal and external customers by actively supporting diversity.

Preferred Other Requirements or Other Factors:

Job Duties

General Summary

General Summary

The Director of Sustainability is responsible for directing the TAMU Sustainability Program, including overseeing operations and staff, program policy, budget & strategic planning, campus sustainability activities, outreach & communications and servicing as an advisor and liaison for the Aggie Green Fund.

Job Duties

Is this an Essential Duty?

Yes

Duty Title

Outreach & Communications

Duties Performed

Directs the Office of Sustainability and associated activities on and off campus. Supervises assigned staff and student interns. Oversees Office of Sustainability web site and social media programs. Liaises with the Communications Manager to increase awareness of initiatives.

Percent of Total Time

22

Is this an Essential Duty?

Yes

Duty Title

Operations

Duties Performed

Develops and administers department budget. Oversees and coordinates sustainability efforts of students, staff and faculty. Oversees assessments of feasibility and cost effectiveness of initiatives. Directs internal projects, including assessment of space, equipment, and personnel resources. Ensures program compliance with University, local, state and federal regulations.

Percent of Total Time

25

Is this an Essential Duty?

Yes

Duty Title

Policy & Planning

Duties Performed

Directs strategic planning for sustainability. Oversees implementation plans and benchmarking against regional and national trends to maintain a competitive campus program. Conducts sustainability assessments and reporting.

Percent of Total Time

30

Is this an Essential Duty?

Yes

Duty Title

Committees

Duties Performed

Serves as administrative liaison and advisor to the Aggie Green Fund (AGF) Advisory Committee. Represents the Office of Sustainability on various committees such as the Sustainability and Environmental Management Committee. Represents the department at state and national organizations such as the Texas Regional Alliance on Campus

Sustainability and the Association for the Advancement of Sustainability in Higher Education.

Percent of Total Time	18
Is this an Essential Duty?	No
Duty Title	Other
Duties Performed	Performs other duties as assigned.
Percent of Total Time	5

Supervisor

Supervisor Position Description

Job Title	Associate Vice President
Position Number	S00906FY15
Org Unit	VICE PRESIDENT FOR FINANCE & CFO / 02-120003
First Name	Sarah J
Last Name	Schneider
Email	jane-schneider@tamu.edu

Employee

Seated User

Details

First Name	Kelly
Last Name	Wellman
Work Email	kwellman@tamu.edu
Org Unit Ids	Texas A&M University
Reporting Org Unit	DIVISION OF ADMINISTRATION E&G / 02-120005
Position Type	Staff