

ROLE DESCRIPTION

Vacant Position-No Change or Revised
 New Position
 Revised Role Description for Incumbent
 Position Number: 081670
 Department: Operations & Finance - Sustainability
 Date: January 2021
 Requested Title: Sustainability Director

For HRS use only:
 Staff or Contract _____
 Overtime Eligible: Yes or No _____
 Union: _____
 SOC Code: _____
 JCAT Code: _____
 Compensation Title: _____
 Current Available Range: _____

1. Required Signatures

Rocke, Eva K. <i>Name of Incumbent (Last, First, MI)</i>	 <i>Employee Signature</i>
 <i>Immediate Supervisor</i>	 <i>Date</i>
 <i>Dean/Director Review</i>	 <i>Date</i>

2. Statement Describing Expectations and Responsibilities of the Position

(Describe the expectations and responsibilities; including the overall complexity of assigned tasks and the degree of initiative and independence required to perform the position).

The Sustainability Director leads and supports sustainability efforts at the University of Montana. Leadership of these efforts includes developing and implementing strategic initiatives that improve UM’s sustainability standing and drive organizational culture change. The Director collaborates with constituents internal and external to the university to achieve program goals and oversees the sustainability and recycling programs and and corresponding budgets. The Director’s work includes:

Program Development & Staff Supervision

- Leading and growing UM’s recycling and materials management efforts
- Developing and launching UM’s zero waste program
- Overseeing the ASUM Sustainability Center and staff, including overseeing event coordination, marketing, and outreach efforts

Student Engagement & Mentoring

- Supporting student sustainability projects throughout the year via internships, courses, or student groups
- Presentations on sustainability topics to campus and external groups
- Supporting student sustainability leadership and coordinating administrative and student goals for stronger collaboration

Strategic Planning & Coordination

- Updating and implementing UM’s climate and sustainability plans

- Coordinating with other UM departments to develop and implement division-specific sustainability goals
- Recommending sustainability solutions and strategies to UM administration
- Membership on the Sustainable Campus Committee and supporting the SCC co-chairs as needed

Reporting & Assessment

- Completing and publishing UM's STARS report and greenhouse gas emissions inventory
- Reporting on UM's waste reduction & diversion efforts
- Developing and presenting proposals for operational or policy changes for sustainability
- Developing and publishing the annual Sustainability Annual Report each spring

This position will exercise discretion and independent judgment in regard to sustainability program efforts. This position reports to the Vice President for Operations and Finance but has a high level of autonomy when responding to the goals of the sustainability program. The Director will meet with the President and Vice Presidents on a regular basis to discuss the sustainability program and represent the sustainability perspective in decision-making.

The goals of the Office of Sustainability are to provide the following services:

- Provide technical assistance on sustainability analysis, planning, and prioritization
- Organization of planning efforts
- Coordination of plan implementation
- Measurement, monitoring and verification of strategy effectiveness
- Ensuring information transfer to campus constituencies
- Collaboration with local and regional communities
- Marketing and education

3. Describe the Management and Supervision of Others

(List the positions the employee supervises and describe the degree of independence and decision-making authority regarding performance, pay and employment relationship matters).

The Sustainability Director is responsible for the UM Recycling Program and UM's zero waste efforts. This includes the hiring, training, and supervision of two full-time positions, the Industrial Materials Coordinator and the Recycling Coordinator. As funding allows, the Director may also hire and direct students for specific short-term projects. The ASUM Sustainability Coordinator also reports directly to the Sustainability Director. The Director develops and oversees the budget of the Office of Sustainability and that of the recycling program.

4. Minimum Position Knowledge, Skills, & Abilities

(Include the knowledge, skills, and abilities a newly hired employee would minimally be required to have in order to perform the expectations and responsibilities of the position based on the description in Section 3).

This position requires a bachelor's degree and at least 3 years' professional experience in sustainability.

- Excellent communication skills, oral and written.
- Ability to present complex information before large groups.
- Proficient with Microsoft Office Suite (Word, Excel, Access, PowerPoint, Publisher)
- Ability to exercise diplomacy
- Demonstrated knowledge of supervisory practices and procedures
- Proven ability to lead a team
- Ability to work with a diverse group of individuals
- Demonstrated knowledge of budgeting, financial planning, and accounting principles and techniques, and cost control procedures
- Ability to design and implement short-range and long-term planning
- Ability to do research and provide historical and other relevant data

- Experience in grant writing
- Excellent analytical skills

The Sustainability Director should also have extensive knowledge of climate change science, a working understanding of University policies and policy adoption process, knowledge of materials management practices, and a working knowledge of emissions accounting tools and best practices.

The Sustainability Director should be comfortable with social media tools and skilled in the use of media, websites, and public outreach for educating a university campus. S/he must be able to effectively manage projects, engage stakeholders to meet a common goal, facilitate meetings, make effective presentations, and establish and maintain strong working relationships with a variety of people from diverse backgrounds.

5. Post-Training Position Knowledge, Skills, & Abilities

(Add the level of and/or additional knowledge, skills, and abilities that a trained employee would be required to have in order to perform the full expectations and responsibilities of the position that differ from those listed in Section 6).

Familiarity with LEED design and construction standards. Familiarity with UM-specific hiring practices, business processes, as well as MUS policies that influence or impact sustainability efforts. Familiarity with Missoula resources related to sustainable transportation, utilities, waste management, and food systems.

6. Preferred Education, Experience, Knowledge, Skills, and/or Abilities

(List any preferred qualifications).

- Experience with the Association for the Advancement in Sustainability in Higher Education (AASHE) resources
- Specific experience with the AASHE STARS database
- Experience using the SIMAP Calculator or other greenhouse gas accounting methods
- Experience writing and implementing a Climate Action Plan
- Experience implementing the American College and University Presidents Climate Commitment (ACUPCC)
- Ability to work across organizational boundaries and within the community
- LEED credential

7. Organizational Chart and Department Mission Statement

(Insert departmental mission statement and include or attach organizational chart).

The University of Montana's Office of Sustainability serves as a center of resources and energy for creating a sustainable campus community. The purpose of the Office of Sustainability is to lead UM in reducing and mitigating the negative environmental impacts of its operations and creating a sustainable campus. A sustainable campus operates in harmony with the natural environment to the extent that it can and continually moves toward that goal.