



Instructions: The position description is a brief record of the purpose and role of the position in the organization and the experience and/or educational requirements (including licenses/permits/certification). The position description is the foundation for classification and compensation determinations, recruitment, reassignment, and performance evaluation and employee development. It is an important tool for communicating job expectations to the employee.

Supervisors are encouraged to discuss the position description with new employees and review the position description with the employee on an annual basis at the time of the performance evaluation. Supervisors should consult Human Resources in revising position descriptions prior to substantially changing assignments on an ongoing basis. If you wish to provide more information than space allows, feel free to include attachments.

Please attach a current organization chart and a copy of previous position description.

Section 1: General Information		
Employee Name: Nick Kordesch		Job Code/Classification: 1038
Classification/Working Title: AA/S II - Sustainability Specialist		Skill Level: Exempt - II
Dept ID: 6011	Department: Facilities & Service Enterprises	Position#: 00004214
Time Base: 1.0	<input type="checkbox"/> Probationary <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary	

Section 2: Primary Action Being Requested (please select one)	
<input type="checkbox"/> POSTING	<input type="checkbox"/> Vacant <input type="checkbox"/> Less than 90 days position
<input checked="" type="checkbox"/> RECLASSIFICATION:	Requested by: <input type="checkbox"/> Employee <input checked="" type="checkbox"/> Management <input type="checkbox"/> CSU/HR
<input type="checkbox"/> SKILL LEVEL REVIEW:	From: _____ To: _____
<input type="checkbox"/> TEMPORARY REASSIGNMENT:	From: _____ (Classification)
	To: _____ (Classification)
	Effective Date: 10/1/15
<input type="checkbox"/> ON-GOING LATERAL REASSIGNMENT	Effective Date: _____
<input type="checkbox"/> POSITION DESCRIPTION UPDATE	Effective Date: _____

Section 3: Signatures	
Employee Signature:	Date: 2/29/16
Supervisor Signature:	Date: 9/25/15
Name and Title: Caitlin Steele, Director of Operations and Sustainability FSE	Ext: 53868
Dean/Director Signature:	Date: 9/25/15
Name and Title: Caitlin Steele, Director of Operations and Sustainability FSE	Ext: 53868

Section 4: Position Description

A) POSITION SUMMARY:

The Sustainability Specialist position has a broader scope of work and responsibilities than the Sustainability Coordinator position. This position will [implement sustainability initiatives across the University and will have more responsibility coordinating and managing sustainability initiatives.]

Under the direction of the Director of Operations & Sustainability, the Sustainability Specialist is responsible for [developing and implementing a culture of sustainability] among the University community of students, faculty and staff by [conceptualizing, planning, developing, implementing, managing and overseeing campus wide sustainability programs and initiatives.]

The Sustainability Specialist is responsible for [developing, establishing and maintaining the University's leadership role in sustainability in the following arenas: within the CSU/UC system, within the City and County of San Francisco and nationally within higher education by promoting the programs and success of the University's sustainability programs and initiatives.]

The incumbent is responsible for [working within and across all units and boundaries of the University to develop and foster partnerships between academic programs and University administrations/operations to institutionalize sustainability values and resource conservation.] Coordinates the work of others throughout the University to assure program goals and objectives are met. [Manages student assistants for research initiatives and project development and implementation.]

[Identifies, prioritizes, plans, develops, promotes and manages sustainability and conservation initiatives in the areas of water, energy, transportation, waste and procurement.] Produces and maintains accurate and timely reports on current greenhouse gas emissions, resource usage and waste diversion reports. Responsible for completing the requirements of the American College and University's Presidents Climate Commitment reporting structure.

B) MINIMUM QUALIFICATIONS:

1. BS/BA degree from an accredited college or university.
2. Minimum of five years' experience in the field of sustainability, resource conservation and energy management, preferably in an institutional or public/non-profit sector.
3. Demonstrated knowledge of sustainability issues and concepts at the local, national and global level.
4. Ability to communicate clearly and effectively orally and in writing. Ability to develop and deliver presentations and papers in both informal and formal settings.
5. Ability to work with various and diverse constituencies, both internally and externally to: identify issues, bring clarity to ambiguity, build trust through developing working relationship and consensus building in order to recognize common goals, implementing programs, initiatives and procedures/processes that advance the goals and values of sustainability.
6. Demonstrated leadership abilities and record of success in the area of program development,

planning, implementation and project management.

7. Demonstrated skills in decision making, judgment, discretion and confidentiality.

8. Strong problem solving and analytical skills.

9. Ability to concurrently handle, oversee and coordinate a wide variety of duties, responsibilities and projects with often competing deadlines, and the ability to take effective action under pressure.

10. Exceptionally strong presentation skills in the preparation, and formal/informal presentation of: workshops and papers both graphically and in narrative format.

C) PREFERRED QUALIFICATIONS:

1. Master's Degree from an accredited college or university in a related field.

2. Comprehensive knowledge of federal, state and local statutes and regulations governing integrated waste management, resource conservation, and carbon emissions levels.

3. LEED Accredited Professional/Green Associate.

D) REQUIRED LICENSE/CERTIFICATION:

California Driver's License.

E) ENVIRONMENTAL AND/OR PHYSICAL REQUIREMENTS AND/OR SPECIAL WORKING CONDITIONS.

Requires the flexibility to work the days and hours required to meet the operational and administrative commitments of this position. Ability to maintain progress on multiple projects and tasks and adjust to short and often changing deadlines.

SECTION 5: Additional Information

To enable appropriate classification and compensation determination, please elaborate on the information provided above in the sections below. This information will not appear in the job posting.

A) ESSENTIAL JOB FUNCTIONS:

1. Sustainability leadership - 30%

a. Provides the leadership to develop a campus culture that reflects sustainability values.

b. Provides the campus vision for sustainability and reduction of carbon footprint.

c. Actively participates in CSU wide and higher education groups and forums to establish a leadership role for the University.

2. Develops and manages plans, programs and initiatives to meet campus sustainability plans - 20%

a. Updates the Climate Action Plan.

b. Publishes a biennial greenhouse gas emissions inventory.

c. Coordinates with individuals, groups and the Department to develop and implement campus sustainability policies and procedures.

d. Oversees implementation of green building and purchasing initiatives and policies.

- e. Coordinates LEED certifications.
- f. Integrates Housing sustainability efforts into the overall campus sustainability initiatives.
- g. Supports all PP&D units on their sustainability-related activities/projects and facilitates integration between them whenever possible.

3. Serves as lead staff support to the Campus Sustainability Committee – 20%

- a. Coordinates the participation of various campus groups and representatives on the Campus Sustainability Committee.
- b. Acts as the Committees working staff to coordinate and implement Sustainability Initiatives recommended by the Committee.
- c. Collaborates with Public Affairs and sustainability newsletters/organizations to publicize and promote the activities and accomplishments of the Committee.

4. Coordinates and supports student based sustainability activities, groups clubs and projects – 10%

- a. Develops Departmental Internships to provide students with "learn/work" experience in the planning, development and implementation of sustainability programs.
- b. Collaborates with academic programs to involve students in campus wide sustainability projects, initiatives and research projects.
- c. Connects related academic programs to University based Sustainability programs and operational needs.
- d. Designs and provides sustainability educational materials for the campus.

5. Establishes and maintains sustainability communication and outreach programs – 20%

- a. Supports relationships both internally and externally to support the University's sustainability programs and initiatives.
- b. Represents the University at local, regional and national conferences and forums.
- c. Supports and coordinates campus wide sustainability outreach programs and events.
- d. Upkeeps and updates the Sustainability and Recycling websites.

B) NATURE AND SCOPE OF DECISIONS:

The Sustainability Specialist works to help formulate and implement University wide policies and procedures regarding Sustainability. This is a high visibility position, which functions under broad goals and objectives as established by the University Administration, the PP&D Department, the Campus Sustainability Committee and other University wide, sustainability-oriented Committees and Groups. This position makes budget recommendations for sustainability designated projects and practices.

This position reports to the Director of Operations and Sustainability in the Facilities & Services Enterprises department.

C) PROJECT COORDINATION/LEAD RESPONSIBILITIES:

Position is responsible for developing, implementing, and managing campus wide programs and initiatives at all levels of the administrative, academic and student sectors, in a collaborative,

cooperative manner.

Manages staff of student assistants for research initiatives and project development and implementation.

D) CONTACTS ON AND OFF CAMPUS:

Interacts with all levels of University Administration. Works with University faculty, individual students, classes and student organizations on sustainability issues, forums and projects.

Along with the Director of Operations and Sustainability, acts as the University's point of public contact and spokesperson for sustainability and resource conservation issues and forums. Represents the University locally, within the CSU sustainability groups and forums, and nationally within higher education and other professional/civic groups on sustainability and resource conservation issues.

SECTION 6: Attach an updated Organizational Chart highlighting the position described above

