



# MPP POSITION DESCRIPTION

**Department:** Safety, Risk & Sustainability Services  
**Working Title:** Sustainability Manager  
**Time Base:** Full-time  
**Class Code:** 3312  
**Position Number:** 00004241  
**MPP Job Code:** E015

**Position Reports To:** Director, SR&S  
**Classification:** Administrator II  
**Range Code:** 1  
**Exempt or Non-Exempt:** Exempt  
**Last Update:** 09/06/2014

**PURPOSE OF POSITION:**

The Sustainability Manager is responsible for the leadership, innovation, and management necessary to coordinate and implement the university’s comprehensive sustainability program. Collaborates and consults with colleagues across divisions to identify Sustainability initiatives, programming, short and long term goals. Develops strategies to integrate curricular, co-curricular, administrative, and operational components in regards to the campuses sustainability program and future system wide directives. The Sustainability manager will serve to develop and manage a program of environmental stewardship, energy conservation, environmental policy research, environmental literacy, social justice, and sustainability grant promotion.

The Sustainability Manager will be the lead in editing, promoting, advocating and implementing the campus Sustainability Master Plan. They will ensure the organization’s strategies are in compliance with applicable regulations and guidance documents, applicable system wide goals, CSU and University policies and procedures, and strategic imperatives of the organization. They will provide outreach and guidance to academic programs, administrative units, and student represented groups on integrating initiatives designed to fulfill the shared strategic commitment on Sustainability.

This position chairs the Sustainability Advisory Committee that oversees the Sustainability Master Plan as one of the Campus President’s initiatives. They will ensure that the strategy is aligned with the University’s objectives and in the best of interest of our stakeholders. The Sustainability Manager assists the Committee with determining what the organization has in place as a process for championing the sustainability initiatives and prioritizing its efforts, as the business environment changes.

The Sustainability Manager provides support, education and training to the campus community to build sustainability awareness within the University and attends conferences, seminars and courses to maintain continued education, sustainability theory and best practices.

**MAJOR RESPONSIBILITIES:**

	<u>% of Time</u>
1. Leadership/Management	25%
2. Strategic Planning	25%
3. University/Community Partnership	25%
4. Functional Oversight Management	25%

**LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:**

**1. LEADERSHIP/MANAGEMENT:**

Acts as a change champion. Leads courageously by addressing difficult issues. Works to resolve issues at the peer level and takes measures to mitigate future issues. Supports and moves new initiatives forward. Identifies current and future challenges and proposes effective solutions. Understands what issues require a “sense of urgency” and handles accordingly. Ensures confidentiality around sensitive issues. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Assumes good intent with one another and work on the premise of trust. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Provides clear direction. Communicates effectively and with purpose. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Works with a spirit of collaboration, inclusion, respect and collegiality. Takes ownership of issues and demonstrates accountability. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Builds competence in others through effective coaching, performance management and mentoring. Supports and encourages professional and career development for employees. Fosters a culture of support

and success for new hires by utilizing effective onboarding methods. Understand the university's mission and vision and how the department/division work activities and goals support the mission. Ensures cross-divisional support and participation. Recognizes, understands, and appreciates different roles across the institution. Identifies and calls advocacy behavior. Speaks and advocates with one common voice. Determines, effectively allocates, and coordinates resources.

**2. STRATEGIC PLANNING:**

As a strategic partner, recommends, creates, and implements long and short term strategic plan goals and operational plans for Safety, Risk and Sustainability (SR&S) and the Finance & Administrative Services (FAS) division. Ensures SR&S & FAS goals align with and support the overall mission of the university. Motivates and encourages commitment to achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for SR&S and FAS.

**3. UNIVERSITY/COMMUNITY PARTNERSHIP:**

As a member of the campus community, ensures a community focused strategy to support the university's mission. Identifies and anticipates community needs. Builds effective strategic alliances internally and externally. Collaborates with business partners in the achievement of university goals that support the university's mission. Initiates and develops strong working relationships with the community. Recognizes the importance of collective strength, knowledge, and information. Actively solicits and acts upon feedback. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Works to find common ground and group consensus. Takes the necessary measures to solicit and influence internal and external support. Demonstrates commitment to diversity.

**4. FUNCTIONAL OVERSIGHT/MANAGEMENT:**

Oversees the effective implementation of the comprehensive Sustainability Program, which includes but is not limited to: Serves as first contact to the campus community and general public for campus-related Sustainability initiatives; Responsible for leading and coordinating the Sustainability Master Plan that integrates curricular, administrative and operational components to comply with existing and future policy directives; Provides support to faculty seeking to integrate sustainability knowledge, skills and outcomes assessment into their course curriculum to meet the Institutional Learning Outcomes in sustainability; Develops and presents effective training/presentations/programs/reports in accordance with regulatory agencies or executive orders for the campus community; Recommends best practices and applies innovative/creative solutions; Assists members of the campus community with sustainability innovation and requirements related to student, faculty and community engagement; Serves on committees, advisory groups, task forces and other special committee assignments as appropriate; Identifies possible alternative funding sources and responsible for monitoring budget in relation to grant programs or funding source; Responsible for developing plans to incorporate sustainable practices in the campus day to day operations; Responsible for the development, interpretation, and implementation of policies, procedures, standards, guidance documents, and programs related to functional area; Represents the University on a variety of committees, meetings, conferences as appropriate;

Works in collaboration with the office of Energy Management and Utility Services to: monitor energy & water conservation efforts; reduce the University's carbon footprint; Increase the use of renewable sources of power; and coordinate as necessary with regulatory and licensing agents; create a bridge for sustainability initiatives for the campus community.

**SUPERVISION OF OTHERS:**

- Student Assistant

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

The Sustainability Manager will work collaboratively with the campus community to develop relationships and partnerships for ensuring departments have the appropriate tools and resources for managing Sustainability initiatives in their area.

**REQUIREMENTS OF POSITION:**

**1. List education and experience required**

- Bachelor's degree **in energy management, environmental science, engineering, sustainability related disciplines, public administration, biological or chemical science,**
- Minimum of three years of work experience in Sustainability/Environmental related programs, or progressively responsible experience in managing complex or technical Academic or Environmental programs, or experience with sustainability in an institutional setting or an equivalent combination of experience. Additional specialized

education in which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required work experience on a year-for-year basis.

Preferences:

- i. An advanced degree in a related discipline (as above).
- ii. Continuing coursework or Certification in sustainability or environmental management.
- iii. Relevant experience in an academic setting, ideally public higher education, CSU or California higher education.

**2. List knowledge, skills, and abilities required for this position.**

Leadership:

- Commitment to CSUSM's mission and goals as a student-centered university dedicated to teaching excellence and active learning with a university first perspective and a customer focused strategy.
- Ability to deploy a clear and understandable vision for the department, engage the university community in the implementation of the vision, and build the operational components to execute the vision.
- Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
- A demonstrated commitment to diversity, inclusiveness and access in all areas of the university.
- Evidence of leadership, crisis management, quick thinking, calmness under pressure, creativity, integrity, initiative, flexibility and problem solving skills.

Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:

- Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.
- Experience with directing, supervising, motivating and inspiring others; measuring the performance of people, teams and organizations, assessing performance and programs and developing and supporting on-going learning and professional development for staff.
- Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
- Ability to ensure confidentiality around sensitive issues.
- Ability to lead courageously by addressing difficult issues.
- Ability to initiate and support innovation with creativity openness to change, flexibility, resiliency, responsiveness, and university-wide and global focus.
- Ability to prioritize multiple deadlines and dependent activities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
- Ability to identify current and future challenges and propose and implement effective solutions using sound analytical ability, good judgment, and strong operational focus.
- Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
- Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.

Communication:

- Experience in providing excellent written and verbal communication skills to a variety of audiences.
- Exceptional presentation skills. A talent for leading and facilitating group and team meetings.
- Experience with public speaking, training or education regarding sustainability
- Strong interpersonal skills, including diplomacy, negotiation, persuasion, discretion, tolerance, flexibility and problem analysis/resolution.
- Excellent computer skills including a proficiency in Word, Excel, and PowerPoint.

Strategic planning / Goal Setting:

- Experience in strategically supporting growth and/or change.
- Experience creating and implementing long and short term goals.
- Experience in determining and coordinating resource allocations.
- Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the university's strategic master plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
- Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to

- develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
- Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.

Teamwork / Collaboration:

- The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
- Ability to recognize, understand, and appreciate different roles across the institution.
- The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
- Ability to work independently and in a team environment.
- A demonstrated commitment to inclusiveness and ability to build relationships in all areas of the university.
- Experience building and managing an effective world-class team dedicated to organizational goals and high performance.

Functional Area Expertise:

- Experience in the application of a variety of sustainability practices and techniques.
- Discretion, tact and ability to deal with sensitive issues and to maintain confidentiality of sensitive information.
- Ability to quickly and strategically make decisions by providing alternative, creative and innovative solutions.
- Strong critical thinking and problem solving skills.
- Excellent project management skills and the ability to drive performance from all areas within the university.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- Standard office and communication equipment.

**4. List unique working conditions**

- Occasional overnight travel.
- Work outside, as needed, to perform sustainability and living lab duties.
- Hours of work include times outside the general office hours and may encompass a 24/7 emergency availability.
- Ability to operate a motor vehicle up to ¾ ton truck in size and powered cart.
- Valid State of California driver's license

**5. Other Employment Requirements**

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- This position is subject to a criminal background check based on meeting the following criteria: *Responsibility for the care, safety, and security of people or property; Control over campus business processes, either through functional roles or systems security access*
- This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Must successfully meet and pass a pre-employment medical examination and drug screen.
- This position is required to complete Sexual Harassment training.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training.
- Must enroll in the campus' DMV Pull Notice Program for purposes of driving on university business.
- This position is part of the campus emergency management response team.

**REQUIRED UNIVERSITY COMPLIANCE TRAINING**

This position will require adherence to University compliance training such as but not limited to:

- Conflict of Interest & Ethics Training
- Sexual Harassment Prevention Training
- Information Security
- Injury and Illness Prevention Program Training
- Defensive Driver's Program training and Pull Notice Program

**PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

**PHYSICAL EFFORT**

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Sitting				x	
2. Standing		x			
3. Walking		x			
4. Bending (neck)		x			
1. Bending (waist)		x			
6. Twisting (neck)		x			
7. Twisting (waist)		x			
8. Crawling		x			
9. Climbing		x			
		x			
11. Reaching (below shoulder)		x			
12. Walking on uneven ground		x			
13. Crouching					
14. Kneeling		x			
15. Balancing		x			
16. Pushing or pulling		x			

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
17. Fine manipulation		x			
18. Simple grasping		x			
19. Power grasping		x			
20. Lifting or carrying		x			
A. 10 lbs or less		x			
B. 11 to 25 lbs		x			
C. 26 to 50 lbs		x			
D. 51 to 75 lbs		x			
E. 76 to 100 lbs		x			
F. Over 100 lbs		x			
21. Keyboard use				x	
22. Mouse use				x	
23. Repetitive use of hands/arms				x	
24. Repetitive use of legs/feet		x			
25. Eye/hand coordination				x	

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes	No
x	
x	

**MENTAL EFFORT**

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Directing others			x		
2. Writing			x		
3. Using math/calculations		x			
4. Talking			x		
5. Working at various tempos			x		
6. Concentrating amid distractions				x	
7. Remembering names			x		
8. Remembering details				x	
9. Making decisions			x		
10. Working rapidly			x		
11. Examining/observing details			x		
12. Discriminating colors		x			

**ENVIRONMENTAL FACTORS**

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Inside				x	
2. Outside		x			
3. Humid		x			
4. Hazards		x			
		x			
5. High places		x			
6. Hot		x			
7. Cold		x			
8. Dry					x
9. Wet		x			
10. Extreme change of temp		x			
		x			
11. Dirty/dusty		x			
12. Exposure to gas, fumes or chemicals		x			
13. Odors		x			
14. Noisy		x			
15. Working w/others				x	
16. Working around others					x
17. Working alone			x		

**SIGNATURES**

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

**Employee: (Insert current incumbent's name or indicate vacant if applicable.)**

Signature:  Date: 1/15/2015

**Appropriate Administrator: Regina Frasca, Director**

Signature:  Date: 1/15/15

**Associate Vice President, FAS Administration: Katy Rees**

Signature:  Date: 1/15/15

**Vice President: Linda Hawk, Ph.D.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_