

# Environmental Sustainability Director

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## Position Justification

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**Justification for Creation**

**Justification of Need**

**Reason for Modification**

**Reason for Position Modification** Update Position Description, Replacement of Employee

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## Position Details

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### Classification Information

**Official Title** 10B

**Grade Level** 10

**Qualifications Required** Bachelor's Degree

### Employee Information

**Employee First Name** Benjamin

**Employee Last Name** Newton

**Employee Id**

### Position Information

**Job Title** Environmental Sustainability Director

**Exempt/Non-Exempt Status** Exempt

**Division** College President

**Department**

**PRC Evaluation Date**

**Effective Date** 07/01/2015

### General Summary

This position is the director and primary contact for environmental sustainability practices, education and partnerships at Central Community College. Works with employees and college stakeholders to ensure that environmentally sustainable practices, education and partnerships are being advanced and incorporated into all college areas. Provides continual leadership to advance the college's environmental sustainability initiatives and position the college as a leader in environmentally responsible and sustainable practices. Facilitates programs and projects to establish and strengthen environmentally sustainable practices and education across the college and our communities. Fosters and coordinates unified environmental sustainability goals and collaboration among all areas of the college. Performs other duties as assigned.

**Job Specifications**

1. A Bachelor's degree directly related to environmental sustainability is required; an advance graduate degree is preferred.
2. Multi-disciplinary experiences/education in environmental sustainability, with a minimum of three years of relevant experience with successful leadership, implementation and management of environmental sustainability projects and programs.
3. A high level of knowledge of environmental sustainability within various and diverse sectors/fields, including, higher education; communication, engagement and behavior change; transportation, sustainable buildings; business; agriculture; skilled, natural and social sciences; health science occupations.
4. A high level of knowledge of environmental sustainability concepts, science, resources and skills that can be used/taught in higher education; traditional academic fields of study; business and industry; health care; agriculture; government and non-profits.
5. A high level of skill in using various education and office technologies and softwares, including, Microsoft Office Suite, WebEx, Google and other web-based applications, media technology, Moodle, among others.
6. A high level of administrative, organizational, analytical and problem-solving/solution-development skills.
7. A high level of interpersonal, written and oral communication skills, and ability to work with divergent views on environmental sustainability.

**Working Conditions**

1. For 90% of time, normal office environment with little exposure to noise, dust and extreme temperature differential. Computer usage greater than 50% of work time.
2. Work requires standing, walking, lifting objects under 10 lbs 6-20% of work time.

**Reporting Relationships**

1. Reports to College President.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. In no way does this job description constitute a contract, implied or otherwise.

**Position Number**

PD00038

**Classification**

Contract

**Essential Functions**

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Works with employees, students, vendors and community to ensure that environmentally sustainable practices, education and partnerships are incorporated into all college areas.

**Essential Functions**

Provides leadership in implementing, documenting, communicating, monitoring and advancing the college's Environmental Sustainability and Climate Action Plan (SCAP), and the college's ACUPCC and SEED commitments.

**Essential Functions**

Advises on and coordinates strategies and action steps to meet the college's climate-neutral goal.

**Essential Functions**

Advances and coordinates environmental sustainability educational opportunities for

CCC employees, students and the community, and co-chairs the Environmental Sustainability Across the Curriculum committee.

**Essential Functions** Facilitates regional and other partnerships to promote and advance an environmentally sustainable society.

**Essential Functions** Oversees the Environmental Sustainability Intern Program, Environmental Sustainability Office and staff, and related budgets.

**Essential Functions** Keeps current with environmental sustainability topics, ensures that relevant information and resources are distributed appropriately, and advises on the college's actions and best-practices for advancing an environmental sustainability future.

**Essential Functions** Communicates and educates on the important and diverse connections between the environment (natural resources) and social and economic systems.

**Essential Functions** Performs duties and responsibilities in accordance with college policies and procedures.

## Supervisory Position

### Supervisor Position Description

<b>Job Title</b>	College President
<b>Position Number</b>	
<b>Org Unit</b>	Administrative Office
<b>First Name</b>	Gregory
<b>Last Name</b>	Smith
<b>Email</b>	gpsmith@cccneb.edu