

City of Dunedin, Florida
Class Description

JOB TITLE: Sustainability Program Manager
City Manager
Strategy & Sustainability Division

GENERAL STATEMENT OF JOB

Under general supervision, develops and manages programs and implements initiatives for robust climate action, environmental sustainability stewardship, and community resiliency. Strong interdepartmental collaboration and presence with internal stakeholders to integrate sustainability into the City's projects and programs. Coordinates with external stakeholders, including the citizens' Committee on Environmental Quality & Sustainability, businesses, and other organizations for regional programming for sustainable solutions. Performs related administrative work and educational outreach as required. Reports to the Strategy & Sustainability Manager and executes special projects as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Develops and monitors medium to long-term sustainability and resilience strategies including goals and targets, in a manner that is inclusive of diverse perspectives within the organization and community.

Collaborates with team members, management, and executive leadership to ensure the strategic achievement of the City Commission's sustainability priorities, goals, and directives.

Supports innovative goals and initiatives for strategic planning and data tracking. Projects as assigned by the Division Manager of Strategy and Sustainability.

Develops science-based metrics and monitors performance across interconnected systems (i.e. environmental, social, economic).

Development, coordination, and implementation management of DREAM, Dunedin's Resilient Environmental Action Master Plan. This plan is inclusive of the greenhouse gas audit program, clean energy incentive programs, and clean energy goals.

Preparation of Comprehensive Plan amendments pertaining to sustainability.

Serves as an adviser for city-wide sustainability initiatives to staff and administration.

Oversees the interdepartmental Sustainability & Resilience Team.

Collaborates across the organization on capital improvement projects and other large-scale planning.

Develops and manages educational programs including workshops and public events related to sustainability initiatives.

Develops brochures, newsletters, and other printed or digital materials for distribution and/or presentation.

Assists in the production of public service announcements for educational and public relations purposes.

Develops and maintains high-level documents, and other data, including required reporting to various departments, jurisdictions and the public.

Coordinates efforts with City staff in reducing energy usage and increasing sustainable efforts; educates staff on sustainability principles; works with City departments to target capital projects for energy cost saving and greenhouse gas emission reductions.

Maintains the City of Dunedin's Green City designation, ensuring that it remains current.

Assists in preparation of budget, grant applications; verifies and reconciles expenditures of budgeted funds as appropriate.

Represents and promotes collaborative efforts between a variety of City departments to develop and implement sustainability initiatives and communications efforts within the community. Represents the City on various sustainability organizations locally and regionally.

Receives and responds to public inquiries regarding department activities in various forms, including but not limited to, personal visits, telephone, or electronic communication.

Encourages environmental program participation via public speaking and coordination with the public events.

Performs and executes special programs, events, projects, and other related duties incidental to the work described herein.

Serves as staff liaison or citizen-based committees and county/state environmental committees.

Works emergency situations (including weather and other extreme conditions), as required.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor Degree with major coursework in Environmental Sciences, Public Administration, Public Relations or directly-related field.

At least two years of verifiable work experience in sustainability related public education and marketing.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared stat of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Sustainability Program Manager. Understands specific City, county, state and federal ordinances as they apply to the duties and responsibilities of the position. Is skilled in applying responsible attention to detail as necessary in preparing records, reports and correspondence. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak, write and understand the English language. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with personnel from other departments, other professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, engineer's scale, drafting instruments, etc. Has knowledge of and skill in the use of modern office equipment, including computers. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of planning and development and land use terminology. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to perform routine algebraic and geometric operations.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations involving evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

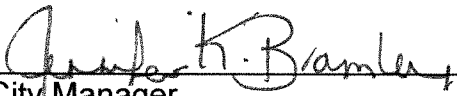
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some field data collection; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.


Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City Manager



Date