



SEPTEMBER 2020
FLSA: EXEMPT

SUSTAINABILITY PROGRAM MANAGER

DEFINITION

Under general direction, plans, implements, and administers comprehensive Citywide programs and activities pertaining to environmental management and sustainability; develops and implements program goals and objectives; provides complex and responsible support to City management staff in areas of expertise; acts as the external liaison for City sustainability programs; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing duties in support of sustainability programs related to climate action, clean water, and solid waste collection and diversion. Incumbents are responsible for the development and delivery of public engagement and education initiatives, securing project funding, and completing legislative analysis and/or research. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. Positions in this classification rely on experience and use independent judgment to ensure the program's efficient and effective service delivery. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, develops, administers, and evaluates program policies and procedures for the City's climate action program including adaptation and resiliency programs, clean water program, and solid waste collection and diversion programs.
- Serves as a technical resource on sustainability initiatives, policies and programs; works with City departments to establish sustainable practices applicable to their respective functions and implementation of municipal measures in the Climate Action Plan and other City environmental policies.
- Assists with the development of technical compliance requirements for sustainability programs such as the Alameda Countywide Clean Water Program.
- Maintains oversight of the City's solid waste collection service agreement, including the procurement of services; reviews reports and rate adjustment requests submitted by the franchised solid waste service provider; conducts waste characterization studies and performance audits; assesses the service provider's compliance with the terms of the agreement.
- Evaluates proposed sustainability measures to prioritize investment through life cycle and cost/benefit analysis or other applicable metrics prior to implementation.
- Develops and implements mechanisms to evaluate program effectiveness; recommends procedural changes to enhance program effectiveness.

- Identifies and applies for relevant grants; reviews and interprets grant requirements, legislation, codes, and regulations; submits grant applications for a wide variety of environmental programs; manages the grant administration, including contracts with state, county and regional agencies.
- Develops, monitors, and administers environmental programs budget; performs ongoing monitoring of expenditures to ensure compliance with budget provisions including contract administration, invoice processing and maintenance of support inventory for a variety of programs.
- Initiate solicitations, including requests for proposal and sole source requests to provide materials and services; coordinate and participate in the evaluation of submittals; negotiate and execute contracts; administer and manage contracts ensuring compliance with all requirements.
- Provides technical and functional direction to assigned staff; oversees work activities to ensure they are properly conducted; provides training on program operations; provides information to management on staff performance.
- Works with a variety of community organizations and individuals to arrange and coordinate services; conducts community outreach to increase awareness of program offerings and operations; and solicits support for ongoing program services.
- Monitors changes in laws, regulations, and technology that may affect sustainability programs; implements policy and procedural changes as required.
- Makes presentations to community groups and organizations regarding programs, services and activities; attends various meetings, committees and conferences related to program goals and objectives.
- Prepares and presents reports and other correspondence to various stakeholders;
- Serves as a liaison for assigned programs with other City departments, public officials, regulatory bodies, the business community, members of policy and advisory boards, community and civic groups, and the public.
- Oversees the preparation and implementation of marketing and public information campaigns designed to secure public participation.
- Performs review of building plans to ensure compliance with codes, ordinances, and regulations, as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles, practices, terminology, and methods of sustainable development and environmental compliance programs, including greenhouse gas emissions reduction, climate adaption, resiliency, energy conservation, stormwater and surface water quality, water conservation, and solid waste collection, diversion, and recycling.
- Project and program development, management, and evaluation principles and techniques.
- Principles and lead direction and training.
- Designs, plans, and specifications used in public works and construction.
- Basic principles and practices of budget development and monitoring.
- Principles, practices, methods, and techniques of marketing and public information campaigns.
- Applicable federal, state and local laws, regulatory codes, ordinances and procedures pertaining to the environment, greenhouse gas emissions, solid waste management and storm water protection.
- Methods and techniques of effective technical report preparation and presentation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Effectively manage and administer program operations and activities.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer program budgets; allocate limited resources in a cost-effective manner.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Generate a variety of business documents including letters, memoranda, reports, and other written material.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Plan, assign and review the work of staff and contract consultants.
- Prepare and present information in various formats and for diverse audiences.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Attend evening and weekend meetings and/or events, as required.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, via digital platforms, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in public administration, public policy, environmental science, environmental engineering, planning, or a related field and three (3) years of increasingly responsible experience in environmental program development, coordination, and/or implementation. A master's degree, supervisory experience and membership with the U.S. Green Business Council are desirable. A master's degree may be substituted for one (1) year of experience.

Licenses and Certifications:

- Valid California class C driver's license is preferred, with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various meeting sites within and outside of the City; ability to read printed materials and a computer screen; vision to conduct site visits; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work

areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with disagreeable public and private representatives in interpreting and enforcing departmental policies and procedures.