

CITY OF OMAHA CLASS SPECIFICATION

No. 0950

SUSTAINABILITY COORDINATOR

NATURE OF WORK

The Sustainability Coordinator is responsible for leading the efforts in developing, implementing and monitoring a citywide strategy for sustainable practices and services. Objectives of this position include meeting the needs of current generations without compromising the needs of future generations and balancing the City's environmental, economic, and socio-cultural needs. The Sustainability coordinator will also administer energy conservation related grants.

An incumbent in this position works with various departments to creatively incorporate best practices and policies in to viable programs that will enable the City to reduce the consumption of utilities. An incumbent in this position exercises considerable independence in the performance of assigned duties and receives general supervision from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Develop strategies, coordinates, and monitors city-wide comprehensive sustainability programs between various City departments and the community.

Advocate and present sustainability concepts. Serve as a catalyst to produce a culture change within the City that integrates sustainability values in the way the City conducts business.

Act as a team leader working with City staff to develop sustainability initiatives and assess their cost effectiveness, technical feasibility and implementation methods.

Identify and address barriers to the success of sustainability plans.

Work with businesses and economic development to promote the City of Omaha as a center of innovation in the areas of sustainability, innovation, and green technology.

Create measurable performance objectives, cost assessments, and tracking methods to measure and analyze sustainability programs, and progress within the community.

Serve as the principal public contact with the community, regional governmental agencies, and various private organizations on issues and changes affecting sustainability practices.

Coordinate and assist departments with development of sustainability action plans and environmental, social and economic strategies to integrate sustainability practices into their operations. Provide technical assistance on projects.

Interpret, apply and enforce compliance with Federal, State, regional and local legislation regarding sustainability issues.

Identify potential funding sources, prepare grant applications and partnership proposals, seek sponsorships, and manage grant compliance.

Performs other related duties as assigned or as the situation dictates within the scope of the classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of developing, promoting, implementing and coordinating energy conservation programs.

Knowledge of trends and best practices in the area of sustainability.

Knowledge of principles and practices of public sector organization and program operations.

Knowledge of application, interpretation and administration of Federal, State and local laws and regulations relevant to sustainability.

Knowledge of the principles of community and public relations.

Ability to function as a team leader, partnering with diverse function units to achieve program goals.

Ability to organize, prepare, and present effective oral and written recommendations and reports.

Ability to communicate effectively to a variety of audiences.

Ability to perform assignments with accuracy and attention to detail.

Ability to make decisions utilizing precedents and recognized practices.

Ability to utilize both internal and external resources to obtain information and data necessary to carry out a variety of assignments and special projects.

Ability to reach, stand, walk, or sit periodically throughout the work day.

Ability to use up to twenty (20) pounds of force on an occasional basis.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

A bachelor's degree in Public or Business Administration, Public Policy, Environmental Science, City/Regional Planning, or a related field

AND

Three (3) years of significant work experience in municipal government or non-profit administration involving public contact, management, and collaborative skills.

OR

Any equivalent combination of education, training and experience.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS

Work is performed partially in an office setting and an incumbent is required to travel to work sites throughout the City.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer and Assigned Software
Calculator
Copier
Telephone
Facsimile Machine
Camera

Approved: 5/5/2009