

City of San José
CLASS SPECIFICATION

ENVIRONMENTAL SUSTAINABILITY MANAGER
(8206)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Assistant Director	Exempt

CLASS SUMMARY

Responsible for developing and administering a comprehensive program of initiatives to support implementation of the City's Green Vision. Plans, organizes and directs the activities and programs of the Sustainability and Compliance Division; responsible for developing and implementing goals, objectives and guidelines; participates in and advises on the development of department policy; prepares and implements work plans, capital improvement and/or operations budgets; authorizes expenditures and directs allocation of grant funds; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position assigned to the Environmental Services Department, reporting to the Assistant Director. This position has primary responsibility for management of environmental compliance and sustainability initiatives. This position is distinguished from Environmental Compliance Manager and Environmental Services Program Manager in that it serves as the highest level of classified management in the Sustainability and Compliance Division and directs the latter classifications.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Bachelor's degree from an accredited college or university with major course work in environmental sciences, public or business administration or other directly related area (planning?) and six years of increasingly responsible experience in overseeing and administering complex environmental programs, including three years of progressively responsible supervisory experience.

Required Licensing (such as driver's license, certifications, etc.)

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Principles and practices of administrative management, including goals and objectives, development, work planning, budget development and employee supervision;

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- Principles and practices of program management, including development, planning, monitoring, evaluation and administration;
- Funding sources available to finance environmental compliance and sustainability programs;
- Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
- Basic principles and practices of environmental compliance and sustainability; and
- Principles and practices of public outreach, including the planning, preparation and presentation of to educate the public on matters related to environmental sustainability.

Skill in and Ability to:

- Organize, assign, direct, review, and evaluate the work of assigned staff;
- Assess long and short term environmental compliance and sustainability needs, and design effective programs to meet these needs in a cost effective manner;
- Train staff in work procedures and provide for their professional development;
- Administer and manage a variety of environmental compliance and sustainability projects and programs;
- Deal tactfully and effectively with a wide variety of board and commission members, government officials, civic groups, contractors, regulatory industry representatives, students, the public and City staff;
- Recommend comprehensive environmental compliance and sustainability planning policy and programs based upon community needs, available resources and overall City priorities and policies;
- Coordinate environmental compliance and sustainability programs with other departments and agencies and prepare sound, oral and written reports and recommendations;
- Prepare clear, concise and accurate written studies, proposals and reports;
- Analyze pending legislation related to the environment and make recommendations for support or opposition based on City priorities; and
- Represent the City in meetings with the public, media and government bodies to promote program goals.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Expert knowledge in at least one of the following areas: Sustainability, Renewable Energy, Energy Efficiency, LEED; ISO 14001; and/or Environmental Compliance;
- Skill in building and maintaining effective working relationships with a wide variety of stakeholders similar to those at the City; and
- Knowledge of and experience with environmental compliance and sustainability programs at the regional, statewide, and national levels.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Manages multiple and complex environmental programs and/or projects in support of implementation of the City's Green Vision goals for Green Building, Climate, Recycled Water expansion, Greening the General Plan, and Zero Waste programs; the Urban Environmental Accords; and the Environmentally Preferable Purchasing Policy.	Continuous
3.	Identifies and obtains project financing for energy improvements and sustainability objectives; manages grants and revenue contracts, including preparation of proposals and negotiating scopes of work.	Frequent
5.	Ensures environmental compliance at City owned landfills and the Water Pollution Control Plant.	Continuous
6.	Leads proactive departmental environmental legislative review and advocacy by drafting and/or reviewing legislation related to the environment.	Occasional
7.	Develops and implements department wide environmental health, safety, and compliance programs.	Continuous
8.	Supervises staff by planning, directing, and assigning work activities; promoting skills development and advancement through in-house training and effective use of employee training programs; and establishing and implementing a performance review system.	Continuous
9.	Makes public presentations and conducts outreach by developing working relationships, conducting presentations for community groups and other constituents; and appears before commissions, committees, the Board of Supervisors, public and private agencies. Prepares, justifies and implements the division's budget; monitors expenditures to ensure adherence to the approved budget and assists in overseeing the department's financial long-term planning.	Frequent Frequent
10.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY *created 3/11; 8206s000*