City of South Bend

Post Date: Monday, March 14, 2016

Vacancy Announcement

Closing Date: Until filled

SUSTAINABILITY COORDINATOR

Category: Full Time

Department: Public Works/Office of Sustainability

Reports To: Director of Office of Sustainability

Schedule: Monday-Friday, 8 AM-5PM. Schedule may vary based on operational needs.

Pay Rate: $50,000-$60,000/yr. (Exempt)

Position: SUMMARY
The Sustainability Coordinator facilitates and analyzes Office of Sustainability projects and activities, under the direction of the Director of Sustainability. Working closely in a small team, with the strong support of City leadership and the community, this role supports the implementation of a City-wide triple bottom line sustainability initiative that cuts across all aspects of City operations and community life, with a particular emphasis on energy management, waste reduction, and behavioral change. The Coordinator monitors, measures, quantifies and reports on progress; provides technical assistance to City staff, the Mayor, and Common Council based on research that analyzes costs and benefits of multiple options for more sustainable practices; coordinates public and employee stakeholder groups; and is empowered to make a significant impact in a vibrant city.

SUPERVISION EXERCISED
Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES
This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Measures and monitors sustainability initiatives and programs.
- Tracks, analyzes, and reports data including waste and recycling, fuels and utilities, greenhouse gases, and cost savings.
- Assists the director in financial management of utility billing, grants, and the Office budget.
- Provides technical and administrative support for sustainability programs or issues.
- Facilitates internal and external working groups and stakeholder committees.
- Identifies and shares innovative practices that increase the sustainability of City operations.
- Communicates the City’s sustainability vision, initiatives, and progress through presentations, formal reports, posters/flyers, web and email content, and social media.
- Supports all Office of Sustainability initiatives, such as recycling programs or energy efficiency retrofits.
• Fosters and promotes a culture of sustainability among City employees, in partner organizations, and across the community.

QUALIFICATIONS
To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE
• Bachelor’s degree in Planning, Environmental Science, Business, Economics, Engineering, Public Administration/Policy, Social Science, or equivalent. Master’s degree preferred.
• At least 2 years of experience in the fields of energy or sustainability, working professionally in the government, business, consulting, non-profit, and/or academic sectors.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED
• Demonstrated data management and data analysis skills.
• Strong understanding of sustainability theories and programs as well as federal, state, and local policies and initiatives.
• Knowledge of climate change science, principles of energy and environmental management, and social behavior change.
• Ability to build effective partnerships with internal and external organizations.
• Excellent oral and written communication skills.
• Strong problem solving and analytical abilities.
• High level of competence in Microsoft Office, including Word, Excel, and PowerPoint.
• Professional demeanor, organized, thorough, and detail-oriented.
• GIS, graphic design, accounting, facilities management, Spanish language, or web development skills a plus.

CERTIFICATES, LICENSES, REGISTRATIONS
• Valid Driver’s License.

EQUIPMENT
Desktop and laptop computer; landline and cellular; facsimile machine; copier, and scanner.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.
WORK ENVIRONMENT
Standard office setting with some travel from site to site. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

EQUAL OPPORTUNITY EMPLOYER
All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY
All applications for currently posted positions will be submitted online at www.southbendin.gov/jobs or at the application kiosk located at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required