



Job Description

Draft

5/28/09

City of Columbia, Missouri, Human Resource Department
P.O. Box 6015, Howard Building, 600 East Broadway
Columbia, Missouri 65205-6015 573.874.7235

SUSTAINABILITY MANAGER

	<u>Minimum</u>		<u>Maximum</u>
Annual:	46,858.00		67,637.00
Hourly:	22.528		32.518
Grade:	20	Code:	<u>4625</u>

Exempt

DEPARTMENT / DIVISION: Office of Sustainability

Work is performed under the executive direction of an Assistant City Manager. This is advanced professional and administrative work in planning, guiding and directing the City Facilities Sustainability Plan, Coordinator of the City's Internal Technical Sustainable Work Group and staff for the Community Wide *Building a Sustainable Columbia Steering Committee*.

SUPERVISION RESPONSIBILITIES:

Supervision is exercised over professional and support staff.

WORK PERFORMED:

Assist City Manager in managing, administering, and coordinating City Facilities Sustainability Program and coordinating the Community Wide *Building a Sustainable Columbia Steering Committee* to establish baseline reduction goals and achieve results.

Oversee process of developing, coordinating, writing, and implementing Mayor and City Council Climate Protection Policy and *Building a Sustainable Columbia Plan* including collaboration with appropriate departments, the Energy and Environmental Commission, Water & Light Commission, Building Commission, Technical Working Group, and other resources as necessary.

Oversee City Facilities energy assessments and development of sustainability strategies and goals for City's Facilities

Manage and direct the development, implementation and evaluation of programs, processes, systems and procedures consistent with the City's sustainability strategy. As well as monitoring management systems, processes and measurement techniques to continually enhance the effectiveness of the City's Facilities Sustainability Program.

Develop and coordinate, track and monitor Energy, Greenhouse Gas (GHG) and other targeted efficiencies to achieve efficiency reductions, cost saving/avoidance and the Mayor' Climate Protection City goals. Will establish and prioritize internal efficiency reductions and priorities on an annual basis working with other departments and the Internal Sustainability Technical Working Group.

Develop and supervise implementation of policies and procedures related to the sustainability of all City Facilities Operations.

Identify and achieve annual targeted reduction goals and cost savings.

Provide staff support to Internal Sustainability Technical Working Group and City Sustainable Steering Committee including attendance at meetings, recordkeeping, and providing support services in keeping with other City boards and commissions.

Oversee and coordinate implementation, evaluation, and at a minimum, annual update of the Mayor and City Council Climate Protection Policy and *Building a Sustainable Columbia Plan*

PARTIAL LISTING OF MINIMUM QUALIFICATIONS:

Possession of a Bachelor's degree (Master's Degree preferable) in an Engineering discipline or Business Administration and 3 years of technical and managerial experience implementing and managing sustainability/energy programs preferred, experience using analytical techniques, monitoring systems, life cycle cost analysis and experience with building and development projects ; or any equivalent combination of education and experience which would provide the required knowledge, skills, and abilities. Demonstrated knowledge Energy Star Certification, USGBC LEED or be LEED certified is preferable but not required. Proven grant writing and other experience in raising funds from private as well as state and federal sources. Knowledge of financial management. Knowledge of various software programs and spreadsheets characteristic of energy or sustainability monitoring systems, such as EPA Portfolio Manager and Microsoft Excel. Knowledge and experience in team building and community collaboration. Knowledge of effective supervisory practices and techniques. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, City and County officials, other agencies, community groups, and the general public. Ability to develop and effectively deliver technical assistance (one-on-one and through programs/workshops). Excellent work history and attendance record.

PLEASE CONTACT HUMAN RESOURCES FOR COPY OF COMPLETE POSITION DESCRIPTION

Individuals needing accommodation to apply may call 573.874.7235
TTY Users call 573.874.6395

THE CITY OF COLUMBIA IS A MERIT, AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER:
MALE / FEMALE

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING