



THE CITY OF SANTA FE

Sustainability Coordinator

FLSA Status: *Exempt*
Union Status: *AFSCME*
Salary Range: 14 (23,752-35,628)

General Definition of Work

Under the supervision of the Sustainability Supervisor, plans and implements strategies to achieve city sustainability goals including carbon neutrality, ecological resiliency, economic vitality, social equity, and a high quality of life.

Supervision Received

Works under the general supervision of the Sustainability Officer

Supervision Exercised

May coordinate the work of interns or temporary/seasonal employees

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Plans and implements strategies to achieve city sustainability goals including carbon neutrality, ecological resiliency, economic vitality, social equity, and a high quality of life.
- Implements sustainability and resilience programs for city operations and the community.
- Provides information and technical assistance to other city departments regarding best practices in sustainable operations; helps assess cost-effectiveness, technical feasibility, and potential barriers to success.
- Researches, applies for, and manages grants that help the city achieve its sustainability and resilience goals.
- Coordinates with the Outreach Coordinator, the Public Information Office, Constituent Services, and other city departments on marketing and public information campaigns regarding renewable energy, energy efficiency, cleaner transportation, recycling, and other topics related to city sustainability goals.
- Makes public education presentations to schools, civic groups, chambers of commerce, and other business and civic associations to publicize the environmental programs and ordinances.
- Conducts training for city employees about sustainability topics such as climate change, energy and water conservation, electric vehicles, waste reduction, and recycling.
- Participates in project meetings with various stakeholder for public policy development, coordinates with community-based organizations on sustainability and resilience projects, and ensures public involvement for equitable climate planning and practice.
- Prepare documents such as professional service contracts, request for proposals, policy recommendations, ordinances, technical reports, and other related sustainability documents.
- Assists with contract management, policy development, coordination with city and other agencies, and cost/benefit analyses for sustainability projects.

- Coordinates environmental, economic, and social data collection and creates progress reports regarding implementation of sustainability strategies and technical reports regarding complex issues to recommend best practices and assist with decision-making.
- Conducts community and municipal greenhouse gas inventories.
- Conducts research on issues, policies and concepts pertaining to sustainability.
- Serves as team member for sustainability planning/development and implementation of programs.
- Maintains current knowledge of trends and initiatives in the field of sustainability by attending relevant conferences/seminars, and/or by networking with counterparts at other organizations.
- Assists in the development of departmental policies and procedures.
- Answers public and staff inquiries.
- Performs related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of environmental science, climate science, principles and best practices for climate mitigation and resilience, urban planning, energy efficiency, renewable energy, environmental policy, public administration, technical writing, effective communication.
- Working knowledge of equitable climate planning and practice, grant management, environmental management, Microsoft Office, ICLEI ClearPath, government operations, social marketing, stakeholder facilitation, transportation planning, electric vehicles, alternative fuels, solid waste reduction and diversion, pollution prevention, water quality management, and water conservation.
- Skill in navigating complex institutions, project management, working on a team to efficiently accomplish shared goals, organizing outreach campaigns, building trust amongst diverse communities for equitable climate planning and practice, communicating with charisma and tact to influence behavior, solving complex problems, running effective meetings.
- Ability to communicate effectively both orally and in writing; including making presentations to a variety of audiences throughout the city and community.
- Ability to satisfactorily complete tasks without close supervision.
- Ability to research new initiatives and implement in a seamless fashion.
- Ability to identify, analyze and problem solve, assisting departments in incorporating sustainable practices into the organization. Ability to develop, implement and evaluate projects and programs.
- Ability to build consensus amongst diverse stakeholders.
- Ability to interact effectively with City staff and the public.

Education Requirement

Bachelor's degree from an accredited college or university in sustainability studies, environmental science, environmental planning, environmental studies, geography, biology, urban planning, public administration, public policy, or closely related field.

Experience Requirement

Three years of experience in environmental or sustainability related field, such as policy and program development, research and analysis, project management, environmental programs, regulatory, or outreach/education.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

- Must possess a valid driver's license.

Special Requirements

Must obtain a City of Santa Fe Driving Permit within three (3) months of hire.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;

Work Environment

- Required to work occasional irregular hours and weekends; and occasional attendance at evening meetings is required.
- Work is generally performed in an office setting with occasional travel required.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).
- Work requires operating a motor vehicle.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.