



CLASS SPECIFICATION

Class Code: 60019227
Date Established: 07/2022
Last Reviewed: 10/2022
Last Revised:
Last Title Change: 10/2022
FLSA: exempt
Probation: 12 months

SUSTAINABILITY MANAGER

DEFINITION

Under administrative direction, manages, plans, and coordinates environmental sustainability programs for Washoe County; represents Washoe County sustainability efforts on a local and regional level; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, sustainable business, environmental policy, environmental science, planning, engineering, or a closely related field AND four years of experience managing environmental sustainability programs to include two years of supervisory or administrative level experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop and direct goals, objectives, policies, and procedures for environmental sustainability programs; work with the County Manager, Board of County Commissioners, various advisory boards and commissions, citizen groups, and County management to formulate policies and plans related to sustainability.

Prioritize and allocate available resources; monitor, evaluate, and assess the efficiency and effectiveness of sustainability methods, practices, and service delivery; develop effective strategies to address gaps in the program.

Research and implement environmental sustainability best practices and monitor trends in the industry to develop innovative and forward-thinking environmental sustainability solutions.

Oversee the development and administration of the environmental sustainability budget; direct the forecast of additional funds needed; approve expenditures; direct the preparation and implementation of budgetary adjustments; identify, promote, and support grant funding sources for projects; manage consultant contracts with local and state agencies.

Research local, state, and federal environmental policies; monitor and interpret legislative changes and regulations related to the County's sustainability program; evaluate the impact upon County activities and develop procedural changes as required

Oversee and provide guidance to the Washoe County Green Team and function as the oversight mechanism for the group with the County Manager and the Board of County Commissioners.

Engage both internal and external stakeholders to promote initiatives representative of industry leading sustainability programs; represent Washoe County in state and local government discussions related to sustainability; serve as public

outreach liaison between the County and the public; attend education series, neighborhood meetings, and other activities to increase public awareness and promote Washoe County sustainability services.

Supervise assigned staff which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; implementing discipline and conflict resolution procedures when necessary; assure efficiency, effectiveness, and quality of work outputs; monitor and direct progress to achieve goals and objectives.

Conduct a variety of analytical studies and special projects to promote data decision making, manage risks, and identify new sustainability initiative opportunities.

Develop a variety of written and verbal presentations, reports, correspondence, data, and other material related to sustainability programs; deliver presentations in various public forums.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure of Washoe County government and departments, including the Board of County Commissioners and other governing boards.

Departmental practices, policies, and procedures.

Washoe County operations and services, other local government agencies, community organizations, and citizen groups related to the area of assignment.

Federal, State and County laws and regulations pertaining to environmental sustainability.

Budget development methods and techniques

Ability to:

Develop and implement strategic direction of environmental sustainability for Washoe County while demonstrating awareness and sensitivity to political issues.

Prepare, present, and provide recommendations on Washoe County's environmental sustainability initiatives.

Develop key local and regional stakeholder partnerships to position Washoe County as a leader in environmental sustainability.

Operate software programs, and equipment specific to the area of assignment.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Environmental sustainability management to include various components such as renewable energy, greenhouse gas emissions, recycling, air pollution, hazardous materials, resource conservation and management, and other related areas.

Environmental sustainability industry trends, best practices, and challenges.

Principles and practices of environmental science, environmental laws and regulations, and research techniques.

Principles and practices of effective management and employee supervision including leadership, coaching, motivation, development, team building, conflict resolution, employee training, performance evaluation and discipline.

Principles and practices of program planning, implementation, and administration.

Principles and practices of public administration; including budgeting, staffing, and organization.

Methods and techniques of statistical data collection and report preparation.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate environmental sustainability programs and projects, to determine their effectiveness and efficiency.

Interpret, understand, and apply technical reports, statutes, rules, regulations, and data.

Effectively lead, inspire, and motivate professionals in order to create a high functioning team.

Write comprehensive reports, summaries, and other materials; prepare and deliver effective written and verbal presentations.

Communicate effectively both orally and in writing, to include articulating technical information in an understandable and engaging manner.

Effectively represent the programs, operations, and functions in the area of assignment to the public, community organizations, other governments agencies, and County staff.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.