

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB304 Sustainability Coordinator
POSITION #/TITLE: 2753 Sustainability Coordinator	Adopted: 07-15
	Revised:

POSITION DESCRIPTION

Dept /Division: Utilities	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 15
Reports To Position #/Job Code #/JC Title: 2430/NB356/Utilities Director	Dotted-line Reports To Position #/Job Code #/JC Title: CN-001 – City Manager, All City Directors
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Develops, administers and monitors a City of Cedar Rapids Sustainability Plan with supporting programs and policies that foster the environmental, economic, and social wellbeing of the community.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Coordinates with City Directors and their Departments on sustainability initiatives. May receive or give work direction from or to the City Manager, Assistant City Manager, or other Department Directors as needed.

Examples of Essential Work (Illustrative Only)

Develops, administers, and regularly updates the City of Cedar Rapids sustainability plan and programs;
 Assists the City Manager or other designated City Directors on defining goals, performance metrics and a long range plan for implementing sustainability programs and policies;
 Coordinates internally and externally on sustainability plan and programs, including iGreenCR initiatives;
 Leads a sustainability program that incorporates grant funding opportunities, outreach to residents and other local governments;
 Evaluates sustainable efforts with City Departments and makes recommendations concerning the program's implementation;
 Develops annual sustainability objectives and develops a work plan to implement objectives;
 Prepares and submits annual budget requests to implement annual sustainability work plans and tracks expenses throughout the year to ensure sustainability projects remain within budget;
 Administers grant funding requests related the City of Cedar Rapids sustainability efforts;
 Assists City Departments in applying for Federal and/or State funds to support local sustainability programs;
 Makes information and educational presentations about sustainable issues to community organizations;
 Remains up to date and is involved in national sustainability efforts;
 Prepares annual reports as requested for the City's sustainability program;
 Monitors and advises City Departments on sustainability policies and programs;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends meetings, conferences and workshops;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of City, State and Federal business processes, with the ability to establish and maintain a high level of customer trust and confidence;
Thorough knowledge of sustainability program coordination and facilitation methods (project management tools, project plans, issues management, risk management, communication plans and project team formation or coordination);
Thorough knowledge of sustainability best practices that cover a wide-variety of disciplines, such as water, storm water management, land use, transportation, and environmental conservation.
Thorough knowledge of municipal organizations and functions and of the relationships within a municipal government and other levels of government;
Thorough knowledge of performance reporting, program management software tools and systems;
Thorough knowledge of the principles and practices of public administration;
Thorough knowledge grant writing process;
Skill in conceptualizing creative solutions, as well as documenting them and presenting/selling them to senior management within the City, State and business community;
Ability to improve the City's ability to deliver projects on-time, on-budget and management of resources during significantly increased demand relating to City recovery and reinvestment;
Ability to prepare accurate and reliable reports on disaster recovery status;
Ability to operate a personal computer using software appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Policy, Environmental Studies, Urban Planning with an emphasis in sustainability, Public Administration/Policy, or a related field; and
Considerable experience within a municipal government on sustainability programs; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;
Sufficient personal mobility, which permits the employee to visit various and other work stations in the City and attend a wide variety of meetings within the City and out of the area.