



Title: Economic Efficiency and Sustainability Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Executive Leadership.
Non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree from an accredited university in Environmental Science, Urban Planning, Sustainability or Business Administration or related field.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience identifying, reviewing and assessing an organization's current sustainability services and programs and making recommendations for improvements.
- Experience evaluating programs for best practices, duplications or overlaps in programs and making recommendations to executive management
- Masters Degree in Environmental Science, Urban Planning, Sustainability or Business Administration or related field.
- LEED accredited.

JOB SUMMARY

The purpose of this position is to perform professional work related to the development of the City's citywide and community sustainability practices through programs and initiatives. Incumbents in this classification develop, implement, monitor and manage city projects, policies and programs to improve the effectiveness of the City's sustainability programs that promote economic efficiencies.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Provides vision and leadership in policy development, management and implementation of the city's sustainability plan to promote local environmental, economic and social sustainability outcomes
2	Advocates and models sustainability concepts within the organization and serves as a catalyst to produce a culture change within the city that integrates sustainability and environmental values.
3	Collaborate with city staff and executive management to create and implement a coordinated sustainability vision and strategic plan for the City and to define issues, processes, implementation actions and new ideas. Acts as a team leader working with City staff to develop sustainability initiatives and strategies, and assess their cost effectiveness, technical feasibility and implementation methods.
4	Represents the City within the community. Increases awareness of sustainability initiatives through participation in civic, neighborhood or professional group activities.
5	Develops a multifaceted communication strategy within the organization the community to promote the City's efforts. Provides reports, information and plans on the sustainability initiatives to residents, civic groups and council.
6	Researches and investigates trends and initiatives utilizing various programs and resources in sustainability. Evaluates performance targets and reports on the City's progress on meeting goals.
7	Applies for and manages grants to support the implementation of sustainability programs.
8	Initiates and supports partnerships with local and regional governmental and education entities to develop, promote and commit to regional sustainability goals
9	Develops and oversees programs to educate City staff about sustainability efforts and the benefits of such practices including publication of internal and external city publications on sustainability practices



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Vehicle, Computers, printers, scanners, copy / fax machine, and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.