



CITY OF BOYNTON BEACH
invites applications for the position of:

Sustainability Coordinator

SALARY: \$30.88 - \$46.32 Hourly
\$64,232.02 - \$96,348.70 Annually

OPENING DATE: 04/19/17

CLOSING DATE: 05/03/17 05:00 PM

PURPOSE OF CLASSIFICATION:

Under the direction of the Utilities Director, this position will plan, organize and coordinate the implementation and updates the reporting of measures and policies defined within the City's Climate Action Plan, Utilities Master Plan, Comprehensive Plan Elements and other City programs as they relate to environmental, conservation, energy efficiency and other sustainability issues. To achieve the goals of these plans, this position will conduct greenhouse gas emissions inventories, prepare progress reports, formulate policies, coordinate interdepartmental activities, and team with business leaders and community members to design and implement efficiency and resilience programs and monitor achievement of goals.

ESSENTIAL FUNCTIONS:

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Works with all elements of the community and organization including City Commission and staff, to promote an understanding and awareness of sustainability issues by coordinating informational presentations and promoting energy and water conservation, waste minimization, recycling, sustainable building and landscape design, alternative transportation, procurement of green products, etc. and to implement the strategies of the COBB Climate Action Plan (CAP) 2.0.

Serves as liaison to assure communication and resource coordination for sustainability programs and projects.

Assists in defining sustainability goals and tracks performance metrics to assess program effectiveness.

Identifies and procures needed resources to implement sustainability programs or projects. Researches, identifies and performs grant-writing and other funding opportunities in support of sustainability efforts.

Assesses and proposes sustainability initiatives, considering factors such as cost effectiveness, technical feasibility, and acceptance.

Creates and maintains plans or other documents related to sustainability projects.

Develops reports and presentations to communicate the effectiveness of sustainability initiatives. Makes presentations to Commission, other City departments and applicable outside organizations.

Develops sustainability project goals, objectives, initiatives, or strategies in collaboration with other sustainability professionals.

Provides technical or administrative support for sustainability programs or issues.

Researches and reviews regulatory, technical, or market issues related to sustainability.

Reviews and revises sustainability proposals or policies as necessary due to changes in legislation, and science and technical advancements.

Monitors and tracks sustainability indicators, such as energy usage, natural resource usage, waste generation, and recycling.

Creates marketing or outreach media, such as brochures, web sites, social media, etc. to communicate sustainability issues, procedures, or objectives.

Plans, organizes, directs and coordinates greenhouse gas (GHG) emission inventories for the City of Boynton Beach operations and the community-at-large as described in the City's CAP 2.0.

Coordinates sustainability activities among departments, external agencies and community organizations and City-wide.

Organizes and supports the (internal staff) environmental sustainability task force.

Works with City departments to establish sustainable practices applicable to their respective functions as identified in the COBB CAP 2.0

Keeps City current on Federal, State and local legislation affecting sustainability programs and projects, and analyzes implications of new regulations and requirements.

Evaluates proposed sustainability measures to prioritize investment through life cycle costing, cost/benefit analysis or other matrix prior to implementation.

Develops and implements mechanisms to track progress in achieving environmental sustainable goals and objectives.

Acts as a City representative on sustainability topics to private organizations, government and other agencies.

Supports the overall success of the COBB's sustainability efforts by performing all other duties as assigned.

COMMUNICATION COMPETENCIES

The ability to clearly communicate Department and City Goals, Policies, Strategic Plans and other key information to employees and peers using multiple communication platforms including e-mail and social media.

Effectively communicates with supervisor, employees, other departments, contractors, engineers, utility companies, vendors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Accurately and expeditiously receives and delivers messages and information to the appropriate individuals.

Ability to prepare accurate and thorough written records and reports.

Ability to understand and follow oral and written instructions and to complete assigned tasks with minimal direction.

Ability to understand and quickly and accurately follow brief oral and written instructions on moderately complex matters.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with major course work in environmental or climate science, engineering, planning, economics or a related field. Four (4) years of increasingly responsible experience in climate change, sustainability, resource conservation, and/or environmental program coordination. Experience in managing projects in coordination with public and/or private organizations.

May be required to work evenings and/or weekends depending on meetings and/or special events.

PREFERRED QUALIFICATIONS

Master's degree in environmental or climate science, engineering, planning, economics or a related field.

Five years related experience in managing sustainability programs such as PACE, Sea Level Rise planning and related issues.

Public sector climate action plan analysis or greenhouse gas emissions inventorying/accounting experience.

SUPPLEMENTAL INFORMATION:

Knowledge of Management principles and techniques.

Knowledge of all applicable laws and ordinances including Federal, State and local environmental laws and regulations.

Knowledge of and the ability to develop procedures for planning and coordinating sustainability programs.

Knowledge of the principles and practices of public administration.

Knowledge of budget preparation and administration.

Knowledge of planning and program implementation and reporting.

Knowledge of outreach campaign strategies and materials design.

Knowledge of data collection and analysis.

Skilled at achieving tangible results.

Skill and ability to drive behavioral change.

Skills with computers and electronic devices and ability to operate specialized software.

Ability to successfully develop, plan and coordinate a sustainability program.

Ability and determination to accelerate the City's leadership in the sustainability field.

Ability to formulate program policies and procedures.

Ability to create and design compelling informational materials and campaigns for the public.

Ability to effectively educate the public on environmental issues.

Ability to effectively communicate both orally and in writing.

Ability to research and resolve inquiries and requests.

Ability to effectively interact with the public, supervisors, co-workers, other department staff, and with outside agencies.

Ability to create and maintain reports and records.

Ability to prepare grant applications and related materials.

Ability to work within the guidelines of a budget and to conduct budget and cost-benefit analysis.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.boynton-beach.org>

City of Boynton Beach - Human Resources
100 E. Boynton Beach Blvd.
Boynton Beach, FL 33435
(561) 742-6275

oldburyj@bbfl.us

Position #2017-0419
SUSTAINABILITY COORDINATOR
KB

Sustainability Coordinator Supplemental Questionnaire

- * 1. What is your highest level of education?
- High School Diploma or Equivalent
 - Some College (No Degree)
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctoral Degree
- * 2. Please indicate the specific field(s) of your Bachelor, Master, and/or Doctoral Degree(s) If applicable. If you do not have any of these degrees, please write N/A
- * 3. Please mark the major course work your degree(s) is in
- Environmental
 - Climate Science
 - Engineering
 - Planning
 - Economics
 - N/A
- * 4. How many years of experience do you have working in climate change, sustainability, resource conservation, and/or environmental program coordination?
- I have less than two (2) years of experience
 - I have at least two (2) years of experience but less than three (3)
 - I have at least three (3) years of experience but less than four (4)
 - I have at least four (4) years of experience but less than five (5)
 - I have more than five (5) years of experience
 - No experience
- * 5. Do you have experience in managing projects in coordination with public and/or private organizations?
- Yes
 - No
- * 6. How many years of experience do you have in managing sustainability programs such as PACE, Sea Level Rise, Planning and related issues?
- I have less than two (2) years of experience
 - I have at least two (2) years of experience but less than three (3)
 - I have at least three (3) years of experience but less than four (4)
 - I have at least four (4) years of experience but less than five (5)
 - I have at least five (5) years of experience but less than six (6)
 - I have more than six (6) years of experience
 - No experience
- * 7. Do you have experience in public sector climate action plan analysis?
- Yes
 - No
- * 8. Do you have greenhouse gas emissions inventorying/accounting experience?

- Yes
- No

* 9. Are you a current City of Boynton Beach employee?

- Yes
- No

* 10. Are you claiming veteran's preference points? If yes, please indicate so in the Additional Information section and attach the supporting documentation (DD214 etc.) in the Attachments section.

- Yes
- No

* Required Question

