



City of Lake Oswego, Oregon

Job Description

SUSTAINABILITY COORDINATOR

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 166

Job Code: 2041

Summary

Under general direction of the Assistant City Manager, the Sustainability Coordinator is responsible for the overall coordination of the City's sustainability program and facilitating inter-departmental collaboration to support City sustainability efforts. The position focuses on internal government operations and supporting the work of the Sustainability Advisory Board and other governing bodies to develop community-wide initiatives that support a sustainable Lake Oswego.

Distinguishing Characteristics

The Sustainability Coordinator is an advanced journey level class. It is distinguished from the Sustainability Planner (Associate Planner) by the greater degree of responsibility for large, complex, and sensitive projects. The Sustainability Coordinator exhibits a high level of independence and minimal need for direct supervision.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Manages complex professional and technical projects in the areas of climate action and energy uncertainty, including greenhouse gas emissions reductions, energy conservation and renewable energy, climate adaptation and resiliency, waste reduction and recycling, alternative fuel vehicles and infrastructure, and transportation options; sustainability education and outreach; and policy development.
2. Develops and coordinates sustainability recommendations and plans for City facilities, programs, policies, and projects, including facilitation of intra-departmental and inter-departmental coordination to support City sustainability goals and policies.
3. Develops programs and assists private parties in helping to implement local, regional, or state sustainability goals.
4. Meets with and explains to the general public, programs, projects, and concepts related to City sustainability programs.
5. Organizes public outreach efforts and public education programs dealing with sustainability issues; identifies stakeholders; prepares content for newsletters and website; conducts surveys and analyzes data; and leads public meetings.

6. Performs a variety of research relating to sustainability planning, including the collection and analysis of various data, and evaluation of best practices and policy implications.
7. Supports development of sustainability policies for City program areas. Provides research and policy support for integrating sustainability into existing City program areas, such as CIP planning, low-impact development and green building, land use and transportation planning, procurement, toxics reduction, and economic development.
8. Prepares and presents plans, plan updates, and reports on sustainability issues.
9. Prepares oral and written reports and presentations covering various sustainability issues for staff, City and other government officials, citizens, businesses, community groups, and stakeholders.
10. Attends public meetings of various boards, commissions, and committees, presenting reports on assigned projects and activities. May be assigned staff responsibilities to a City-appointed board/commission, acting as a liaison between the board/commission and the City Manager's Office and other departments, as appropriate. Provides technical assistance to the board/commission assigned.
11. Works with regional and state partners to coordinate planning and implementation of sustainability efforts.
12. Manages sustainability projects, prepares budgets and schedules, monitors progress, and coordinates activities with staff and other agencies.
13. May coordinate the activities and oversee the work of outside consultants; meets with contractors, boards, commissions, and staff to identify and resolve problems; reviews and evaluates work products, methods and procedures.
14. Coordinates and oversees the work of interns or temporary staff.
15. Assists in preparing and implementing environmental management systems where appropriate.
16. Represents the City at meetings and provides technical expertise on sustainability issues.
17. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Current issues, trends, practices, and principles of sustainability planning, climate change mitigation and adaptation, energy uncertainty, sustainable community development and planning, and related laws and regulations.
- Public policy development processes and practices.
- Environmental, social, economic, and other demographic factors affecting local governments and communities.
- Systems thinking and integrated strategic planning/decision-making using triple bottom line, The Natural Step, and other sustainability principles and frameworks.
- Sustainability indicators and life-cycle analysis methodology.
- The principal causes of greenhouse gas emissions—transportation, energy, etc., and methods of mitigation and adaptation.
- Energy uncertainty, declining world oil supply, and transitioning to a post-carbon future.
- Reports and analyses available through geographic information systems.
- Public purchasing and contracting laws and regulations.
- Project management principles and techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Work independently with minimal supervision and guidance, and as part of a team.
- Conduct technical research in the field of sustainable practices.
- Perform policy and technical analysis and make recommendations.

- Develop, organize, and coordinate sustainability projects and studies.
- Read and interpret complex rules, regulations, and ordinances.
- Manage the operations and budget of a project, including reporting for grants.
- Establish and maintain effective working relationships with other employees, agencies, public officials, and the general public.
- Communicate effectively with diverse customers both orally and in writing.
- Make presentations including graphics, and develop reports that may include technical information.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is through obtaining a Bachelor’s degree in Urban Planning, Environmental Studies, Sustainability, Geography, Public Administration, or related field, and six years of related experience; or an equivalent combination of training and experience to perform the duties of the job. A Master’s degree in a related subject area is highly preferred.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee

Date

This job 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 job change.