



Environmental Sustainability Manager

Department/Division:	Community Development
Reports To:	Director of Community Development or designated position
Provides Direction To:	Professional or Senior Technical staff
Bargaining Unit:	Manhattan Beach Mid-Management Employees Association (MBMEA)
Exemption Status:	Exempt
Employment Status:	At-Will
Date Prepared:	May 23, 2016
Date Revised:	March 13, 2019

GENERAL PURPOSE

Under general supervision, manages, coordinates, and administers a variety of environmental sustainability programs, studies, initiatives, prepares budgets, and contracts in support of City Council initiatives and work plans; coordinates projects involving staff, project teams, consultants, and other parties; makes presentations and works with a variety of external representatives; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Environmental Sustainability Manager is distinguished from the Senior Management Analyst by the scope, breadth, complexity, and sensitivity of analyses performed in support of the City's strategic goals, City Council work plans, and initiatives. The Environmental Sustainability Manager has larger budget accountability and more specialized knowledge of environmental laws, regulations, and statutes and has a greater range of external relationships involving environmental planning, agreements, and contracts. The Environmental Sustainability Manager has supervisory responsibility over professional and/or senior technical staff. The Environmental Sustainability Manager is distinguished from the department directors who have full responsibility over a department versus a program or division within a department.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Leads and engages in environmental and sustainability-related public information and outreach functions by meeting with residents, school representatives, business representatives, and other parties; writes technical reports, press releases, news articles, and correspondence, and hosts resources on City's website.

ESSENTIAL FUNCTIONS (continued)

2. Develops and implements sustainable programs, studies or initiatives related to energy efficiency, solid waste and recycling, wastewater and stormwater management and water conservation.
3. Researches, writes, and presents staff reports for City Council and prepares letters and resolutions in support of regional, Statewide, and federal environmental policies.
4. Researches and evaluates significance of factors, trends, and data provided as part of staff reports, agreements, and correspondence.
5. Develops and facilitates community-wide events to raise awareness of climate change, pollution prevention, energy efficiency, water conservation, sustainable landscapes, healthy living, and other initiatives.
6. Serves as departmental or City representative in interdepartmental, community, regional, and professional meetings; coordinates information requests and provides status updates to the City Council and community; interacts with businesses and vendors regarding City's environmental policies and goals.
7. Leads a team of resident volunteers appointed by the City Council; recruits and interviews potential members; develops project tasks and goals; monitors and provides feedback on project proposals and assists with the development of presentations for public monthly meetings; prepares staff reports and recommendations for year-end report.
8. Creates content and maintains the City Going Green website; adds information, resources, and tools to the website and posts news items, events, notices, and links to relevant municipal programs.
9. Assists in the assessment of environmental risks and liabilities related to City property acquisition and City capital projects.
10. Review California Environmental Quality Act (CEQA) reports to assess environmental risks and liabilities affecting City properties and City right-of-way.
11. Evaluates the feasibility and implementation of environmental management programs.
12. Ensures the City's compliance with local, state and federal regulatory agencies as relates to environmental sustainability government codes and practices.

ESSENTIAL FUNCTIONS (continued)

13. Develops training workshops and briefings and makes presentations on environmental programs to outside organizations such as City associations, civic groups, regional agencies, partnerships, and other parties.
14. Seeks, obtains, and administers grant funding for environmental projects and program; prepares grant applications and performance reports and makes presentations to commissions, committees, and advisory groups.
15. Creates work plans for projects and initiates studies; analyzes policy alternatives and makes recommendations in areas relating to operations, programs, capital improvements, budgets, facility development and use, and changes to improve services and compliance with regulations and community needs.
16. Participates in developing and administering departmental program budgets, including researching assumptions, practices, specifications, and requirements, and determining appropriate funding and expenditure levels for environmental programs.
17. Analyzes, calculates, and monitors the City's green house gas (GHG) emissions and with Environmental Task Force to set emissions reductions target in collaboration with the Environmental Services Center and other business partners.
18. Develops and administers strategic plan development for environmental programs and initiatives; researches environmental issues and policies having regional and broader impacts and develops work plans.
19. Conducts extensive data analyses to report upon project status and the overall direction of the City's environmental program; research and analysis regarding new sustainable practices, pending legislation and recent regulations for the City to enhance environmental participation.

QUALIFICATIONS GUIDELINES

Knowledge of:

Environmental strategic planning; climate change policy and greenhouse gas emissions inventory standards; energy efficiency measures; sustainable building standards; water conservation behaviors; solid waste reduction measures; solar power and renewable energy resources; storm water regulations and low impact development measures; State, Federal and local laws and regulations concerning environmental programs, solid waste management, storm water; principles of sustainability and community environmental protection strategies; General Plan; project management practices and leadership techniques; public administration policies and procedures; intergovernmental

relations; budgeting practices; policy development and program evaluation methods; contract administration practices; grant administration practices; effective business communications and proper English usage, including spelling, grammar and punctuation; report presentation techniques and principles of employee supervision and evaluation.

Ability to:

Lead, organize, and coordinate projects, plans, studies, and contracts; conduct complex research and analyze laws, regulations, agreements, policies, and standards related to the City's environmental programs, services, and initiatives; organize and prioritize work to meet deadlines; draft and present study findings and conclusions; establish and maintain effective working relationships with staff, management, vendors, consultants, officials, general public, and others encountered in the course of the work; participate in selecting, training, supervision and evaluation of professional, technical and support staff; operate modern office equipment and computer hardware and use word processing, spreadsheet, graphics, and other applications software.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Environmental Affairs, Public Policy, Governmental Affairs, or a related field is required. A Master's degree in Public Administration or a related field is desirable. Five (5) years of responsible analytical and professional experience involving analysis, supervisory duties, report preparation, and administrative studies, is required, including two (2) years specific to environmental programs.

Licenses; Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with management, staff, vendors, consultants, officials, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The employee frequently works in an office environment with controlled temperature settings.