

CITY OF REDWOOD CITY ENVIRONMENTAL INITIATIVES COORDINATOR

DEFINITION

Under direction, perform professional and technical work to plan, organize, direct and coordinate environmental sustainability programs that support Redwood City's Climate Action Plan and achieve sustainability outcomes and indicators.

DISTINGUISHING CHARACTERISTICS

This is a journey level professional class responsible for planning, implementing, managing and promoting climate protection and sustainability programs. The position serves as a subject matter expert within the City and a liaison between the City and related agencies; coordinates across City departments to encourage and support environmental programs; and designs and implements outreach strategies to promote environmental projects and programs. Work is normally performed under limited supervision and incumbents are expected to exercise independent judgment on a regular basis. The ideal candidate will have experience with and a strong interest in sustainability and environmental issues, strong interpersonal relations and analytical skills, be a self-starter with the ability to work independently and with minimal supervision, and change course quickly and effectively.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Services Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Coordinate the development, implementation and management of City initiative projects that work on implementing the measures in the Redwood City Climate Action Plan and reducing City-wide carbon emissions.

Coordinate and conduct greenhouse gas emissions inventories for the City of Redwood City.

Coordinate sustainability activities among departments, external agencies and community organizations.

Provide analysis and support to the Council's Environmental Initiatives Committee.

Serve as a technical resource on sustainability initiatives.

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Work with City departments to establish sustainable practices applicable to their respective functions.

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

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

Develop and implement mechanisms to track progress in achieving environmental sustainable goals and objectives.

Write grant applications and identify and pursue other relevant funding sources, in-kind support and resources to support sustainability programs.

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

Prepare public outreach strategies and information materials and present this information in various settings.

Prepare related reports, correspondence, spreadsheets and PowerPoint presentations using a computer.

Collect data and report on Climate Action Plan measures to the Environmental Initiatives Committee and the City Council, and in conjunction with the annual General Plan program report to the State.

Conduct public outreach to implement the programs associated with sustainability and the Climate Action Plan.

Collaborate with other agencies, organizations, and jurisdictions on climate action planning, programs, and projects; sea-level rise adaptation; and climate adaptation and resiliency planning.

Coordinate with other agencies, organizations, and jurisdictions to assist with their annual environmental surveys and indices.

Evaluate and update the Climate Action Plan as necessary.

Identify and cultivate partnerships with public and non-profit organizations to advance Redwood City's Climate Action Plan goals and objectives.

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Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of program planning, coordinating, implementation and evaluation.

Management principles and techniques.

Principles, practices, trends and technical information in the assigned specialty area of sustainability.

Principles and practices of public administration, budget preparation and administration.

Pertinent federal, state and local environmental laws, codes and regulations.

Principles of customer service and community relations.

Research and analysis methods.

Environmental education, presentations and networking.

Operation of personal computers with proficiency using word processing, spreadsheets, databases, and web-based programs specific to sustainability.

Effective methods of record keeping.

Ability to:

Plan, coordinate, implement and evaluate assigned programs, projects and activities.

Serve as a subject matter expert in assigned areas.

Work with a wide variety of people at all levels including those from government, business, private and non-profit agencies, community groups and the public.

Track and monitor compliance with pertinent mandates, laws, codes, rules, regulations and agreements.

Prepare comprehensive reports, letters and other written materials.

Provide information in regard to planning, developing and monitoring the budget.

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Interpret and apply established City policies, procedures and governmental guidelines and regulations.

Interpret and analyze information by performing qualitative research and analysis, and quantitative and general problem solving using superior critical thinking skills.

Establish and maintain accurate records.

Operate modern office equipment and applications, including Word, Excel, PowerPoint, and a variety of specialized software applications.

Listen, understand, retain, follow, apply, and communicate verbal and written instructions or directions.

Represent the City, as assigned, in a professional manner in a variety of settings.

Make public presentations.

Lead with a vision.

Motivate and network.

Demonstrate an enthusiastic, resourceful, and effective customer service attitude.

Exercise good judgment and make sound decisions in a manner consistent with essential job functions and City values and policies.

Use initiative and work independently and proactively with minimal supervision.

Communicate clearly and concisely, both orally and in writing.

Work collaboratively across the organization and establish, maintain and promote positive and effective working relationships with employees, other agencies, and the public.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One (1) or more years of professional level experience working on sustainability initiatives which included program analysis and coordination.

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Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in sustainability, environmental studies, engineering, economics, planning or related field. Master's degree preferred. Experience in a public sector environment a plus.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment with ability to drive to various City and regional locations. May be required to work evenings and/or weekends depending on meetings and/or special events.

Effective Date: July, 2015

Bargaining Group: RCMEA

Status: Classified / FLSA Exempt