SALARY: $8,721.85 - $12,687.50 Monthly

OPENING DATE: 02/24/20

CLOSING DATE: 03/13/20

FLSA STATUS: Exempt

EXAMINATION TYPE: Open Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

Under general direction and in cooperation with the City's operating departments, this management position performs complex, specialized and professional level analytical, administrative, programmatic, and policy related duties within the Office of Sustainability, including assisting in the coordination of projects and programs related to the City's sustainability goals.

Essential functions of the job include, but are not limited to, the following:

Coordinates the implementation of goals, objectives, policies, procedures and priorities for the Office of Sustainability.

Chairs and records the minutes and activities of the City's Sustainability Committee.

Acts as liaison to the public, the Sustainability Committee, City departments, the City's executive team, County, State and Federal agencies, environmental advocacy groups and other key stakeholders regarding City-wide sustainability issues.

Monitors, evaluates and recommends changes to plans, policies and procedures to achieve goals and objectives of the Office of Sustainability.

Establishes benchmarks and methods for monitoring and reporting performance.

Oversees the development and administration of the annual budget of the Office of Sustainability, including operating and project budgets, work plans and multi-year forecasts.

Assists in analyzing and evaluating sustainability programs with the goal to maximize cost effectiveness and quality and quantity of provided services.

Provides visionary leadership and thoughtful cooperation to facilitate increases in environmental sustainability throughout the City.
Prepares and coordinates staff reports, information items and other materials submitted for City Council consideration and action.

Coordinates with other operating departments on sustainability and environmental programs and projects.

Serves as a resource for City departments and the general public regarding City's Sustainable programs, events and activities.

Participates in the selection of consultants and contractors for activities and services that promote environmental, economic and social sustainability.

Makes presentations to City staff, City Council, boards, commissions, professional groups, community organizations and various national, regional, and state agencies.

Keeps abreast of emerging trends, innovative practices, and changes to legislative and technical developments in the field of sustainability.

Informs staff of changes and new developments and makes recommendations, as necessary.

Works collaboratively with departments in preparing and administering the City's Sustainability Plan and provides periodic updates on the plan to the City Manager, City Council, and the community.

Serves as the representative of the Office of Sustainability at various meetings.

Follows through on assignments in a timely manner, without excessive guidance from the supervisor.

May supervise subordinate employees. May review and evaluate employees' job performance, and effectively recommend personnel action as needed.

May drive on City business as necessary.

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

**MINIMUM REQUIREMENTS**

**Knowledge, Skills & Abilities**

**Knowledge of:**
- Applicable Federal, State and local laws and regulations related to the environment and sustainability.
- Budget development and administration.
- Budget policies, practices, and analysis.
- Collaborative process techniques.
- Environmental programs and policy.
- Principles and practices of staff and organizational development.
- Principles and practices of supervision and training.
- Principles, practices and techniques of public administration with emphasis in sustainability and Project management methods and techniques.
- Quantitative research and management analysis techniques.

**Knowledge of and skill in:**
- Exceptional customer service practice.
- Professional report writing.
Skill in:
Conducting complex research and analysis.
Program management and evaluation.
Using a personal computer and applicable software applications.

Ability to:
Communicate effectively, orally and in writing.
Deal with all levels of employees and the public.
Foster a teamwork environment.
Lead, coach, instruct, and motivate employees.
Make effective presentations.
Manage and oversee a budget.
Model and practice the highest standards of ethical conduct.
Perform complex policy analysis and research and provide recommendations.
Prepare and present clear, concise and comprehensive written and oral reports.
Provide exceptional customer service.
Review and evaluate employees’ job performance.
Work effectively and cooperatively with other City departments to accomplish goals.
Work independently and collaboratively to resolve issues and reach consensus.

Other Characteristics
Willingness to:
Assume responsibility for maintaining a safe working environment.
Work necessary hours and times to accomplish goals, objectives and required tasks.

Experience
Five years of recent, progressively responsible experience performing complex, professional level administrative analysis, three years of which must include experience directly related to sustainability and environmental programs, including budgeting and fiscal oversight responsibilities.

Education/Training
Bachelor’s Degree in Environmental or Earth Science, Urban Planning, Business Administration, Public Administration or a related field. A Master's Degree in a related field is desirable.

License(s)/Certification(s)
Valid Class C California driver's license.

Note
An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS
The selection process will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Due to the high number of applications anticipated, the City of Glendale cannot guarantee that all individuals filing applications for this position will be called for an interview. Any evaluation will be based on the candidate’s education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. The selected candidate will be subject to a background investigation, including LiveScan fingerprinting. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide...
**Sustainability Officer Supplemental Questionnaire**

* 1. Do you possess a minimum of five years of recent, progressively responsible experience performing complex, professional level administrative analysis, three years of which must include experience directly related to sustainability and environmental programs, including budgeting and fiscal oversight responsibilities?
   - [ ] Yes  
   - [ ] No

* 2. If your answer to #1 is yes, please provide details surrounding your applicable experience. If your answer is no, enter N/A.

* 3. Do you possess a Bachelor’s Degree in Environmental or Earth Science, Urban Planning, Business Administration, Public Administration or a related field?
   - [ ] Yes  
   - [ ] No

* 4. If you currently work for a public agency or have worked for one in the last 5 years, please list your position title as well as your final monthly salary or hourly wage.

* 5. Within the salary range as identified on this bulletin, what are your salary expectations for this position?

* 6. How did you FIRST learn about this position?
   - [ ] City of Glendale Website
   - [ ] Visited Human Resources in person
   - [ ] Currently a City employee
   - [ ] Friend or relative
   - [ ] GTV6
   - [ ] Glassdoor
   - [ ] GovernmentJobs
   - [ ] Indeed
   - [ ] LinkedIn
   - [ ] Twitter
   - [ ] Other

* Required Question