



# City of Tempe

## SUSTAINABILITY PROGRAM MANAGER

### JOB CLASSIFICATION INFORMATION

|                                |                          |                                 |                     |
|--------------------------------|--------------------------|---------------------------------|---------------------|
| <i>Job Code:</i>               | 545                      | <i>FLSA Status:</i>             | Exempt              |
| <i>Department:</i>             | Office of Sustainability | <i>Salary / Hourly Minimum:</i> | \$71,888            |
| <i>Supervision Level:</i>      | Manager                  | <i>Salary / Hourly Maximum:</i> | \$97,049            |
| <i>Employee Group:</i>         | CSU                      | <i>State Retirement Group:</i>  | ASRS                |
| <i>Status:</i>                 | Unclassified             | <i>Market Group:</i>            | Deputy City Manager |
| <i>Drug Screen / Physical:</i> | N                        | <i>EEO4 Group:</i>              | Professionals       |

### DISTINGUISHING CHARACTERISTICS

This is a stand-alone classification and contingent on short-term funding from the City of Tempe and the Julie Ann Wrigley Global Institute of Sustainability at ASU. The current funding authorization provides for a maximum two year period of employment but will be reviewed after the first year for ongoing funding through the second year. Continued funding after that time is possible but not guaranteed.

### REPORTING RELATIONSHIPS

Receives general direction from the Deputy City Manager – Chief Operating Officer, or from other senior management staff.

May exercise direct or functional/technical supervision over professional, technical and administrative staff.

### MINIMUM QUALIFICATIONS

|                                 |   |
|---------------------------------|---|
| <i>Experience:</i>              | Four years of progressively responsible project coordination experience in urban sustainability initiatives for the private or public sector. Must have a proven record of working effectively in long term sustainability planning and in developing sustainability-oriented communications material. Grant writing or experience with applying for grants in a professional position desirable. |
| <i>Education:</i>               | Bachelor's degree in Sustainability, Public Administration, or degree related closely to the core functions of this position. Master's degree preferred.  |
| <i>License / Certification:</i> | None  |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

The Sustainability Program Manager is primarily responsible for the coordination, development, administration and integration of sustainability policies and practices across departments for the City of

Tempe and for fundraising, executing and monitoring sustainability projects leveraging research projects and human resources from Arizona State University. The Manager is responsible for the establishment of a well-organized, results-oriented and cohesive sustainability plan and work program in all relevant urban domains. This position is responsible to implement initiatives, priority policies and administrative directives. The Sustainability Program will reflect a balanced approach to building and sustaining a livable and inclusive community.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Work closely with the City Council, City Manager, Deputy City Manager(s), advisory groups and City staff and act as a subject matter expert for development of sustainability-related policies, practices, programs, procedures and initiatives.
- Actively partner with outside agencies, government and stakeholders to achieve sustainability outcomes in the areas of local food production, public health promotion, sustainable mobility, solid waste diversion and recycling, water conservation, renewable energy and other sustainability issues.
- Establish meaningful performance measure for effective sustainability decision-making and properly track and report the City's progress towards established sustainability outcomes.
- Assess, integrate, implement and recommend modifications to current sustainability policies and initiatives based on experience, expertise, analysis, and national and international best practices.
- Evaluate, respond, and recommend responses to proposed projects, programs, ordinances, legislation, and rules of interest that might improve the sustainability outcomes of the City of Tempe.
- Develop and update a strategic sustainability plan based on goals and priorities of decision makers and the public.
- Seek various grant related opportunities and prepare grant submittals collaborating with ASU.
- Contribute to and manage the pipeline of grant opportunities that most effectively meet the strategic needs of the City and the Julie Ann Wrigley Global Institute of Sustainability.
- Develop sustainability projects, together with city administration and in collaboration with the Julie Ann Wrigley Global Institute of Sustainability and other units at ASU, from proposal writing to implementation. Define and manage project scope, strategy, budget, and expectations.
- Assist ASU faculty and students in developing and implementing sustainability projects in Tempe.
- Coordinate activities with appropriate Council sub-committees and boards/commissions, as necessary.
- Make recommendations to the Deputy City Manager – Chief Operating Officer.

- Formulate new policies in response to Council direction.
- Work in close cooperation with Department Directors to further the sustainability objectives of the City.
- Prepare Council reports, memos and other forms of communication.
- Attend City Council, board/commission, neighborhood and various other meetings as required.
- Support and represent City Council and management policies and practices to the public and other City employees.
- Support sustainability-related public awareness and educational campaigns.
- Take lead management responsibility for sustainability policy activities, program services, personnel, fiscal resource and customer service systems.
- Provide vision and leadership while directing the overall activities of sustainability programs and lead team members to ensure optimal outcomes.
- Measure and evaluate work performance, develop schedules, develop training and work procedure guidelines, and prioritize workloads.
- Performs other duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Utilize a desktop computer and/or tablet, smartphone and other office technology;
- Considerable reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

#### COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i>  |
|-----------------------------|-----------------|--|
| Foundational                | All Employees   | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory             | In Addition >   | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory                 | In Addition >   | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager                     | In Addition >   | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director             | In Addition >   | Entrepreneurship and Networking  |
| Director                    | In Addition >   | Organizational Vision  |

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

**JOB DESCRIPTION HISTORY**

*Effective June 2016*