

DIRECTOR, OFFICE OF SUSTAINABILITY

DEFINITION

Under general direction, plans, directs, coordinates and manages the administration and operational activities of the Office of Sustainability. This executive position reports to a Deputy County Executive and provides leadership in recommending strategies and implementing sustainability goals, policies, and objectives for the County. The Office of Sustainability (OOS) leads County sustainability and climate defense efforts.

TYPICAL TASKS:

- Plans, organizes, implements and directs County-wide energy, sustainability, water, and integrated pest management programs through subordinate managers in Sustainability and Integrated Pest Management (IPM);
- Works closely with other County departments to integrate sustainability and climate defense considerations into all County activities, goods, services, and programs;
- Makes administrative interpretations of pertinent City, County, State, and Federal laws, ordinances and regulations;
- Prepares and recommends new and revised resolutions, strategies, initiatives, programs, policies, procedures, plans, rules, regulations, laws, and ordinances;
- Develops a comprehensive County Sustainability Master Plan and manages annual updates;
- Represents the County before Boards, Commissions, political bodies, news media and the general public;
- Works closely with representatives from other local, state, and federal agencies as well as allied non-profits and other institutional stakeholders;
- Appoints subordinate managers and evaluates their performance in achieving program and individual goals and objectives;
- Develops and conducts public relations/community outreach programs to promote knowledge regarding Sustainability and IPM programs, objectives, ordinances, laws, and regulations;
- May be assigned Disaster Service Worker duties, as assigned; and
- Performs related duties and special projects as required.

EMPLOYMENT STANDARDS

Considerable education, training and experience to demonstrate the ability to perform the above tasks and possession and application of the knowledge and abilities listed below.

Training and Experience Note: The knowledge and abilities listed below would be acquired through the attainment of a Bachelor's degree from an accredited college or university with major course work in Business, Finance, Public Administration, Environmental Law, Natural or Physical Sciences, Environmental or Sustainability Management, Urban Planning, or a related field,

AND

5 years of recent progressively responsible experience working in resource conservation, green building, sustainability, climate change mitigation and/or planning, energy/water conservation, or structural and non-production agriculture pest management, 2 years of which must include management of a Sustainability or IPM type program. Administrative experience handling complex programs and projects at a public agency is desirable.

A Master's Degree in a related field may substitute for 1 year of general experience.

Knowledge of:

- Principles of all phases of sustainability including, but not limited to resource conservation, green building, climate change, and energy and water conservation;
- Principles of structural & non-production agriculture pest management including, but not limited to vertebrate, invertebrate and vegetative pest management using integrated methods including biological, cultural and, if necessary, chemical control;
- Principles and practices of organization, administration and personnel management, employee relations, and effective public relations;
- Principles and techniques of problem solving and conflict resolution;
- Practices and techniques of budget preparation, monitoring and control;
- Legislative process at both the state and local levels, and the proceedings of federal legislation as they affect local programs;
- Federal, State and local agencies and their roles in sustainability and IPM matters;
- Applicable laws and regulations governing green building, energy efficiency, greenhouse gas reduction, renewable energy, Property Assessed Clean Energy (PACE) programming, California Public Utilities Commission proceedings, integrated pest management, and Community Energy programs;
- General principles and techniques of public administration, organizational development, supervision and motivation of employees;
- Principles and techniques of problem-solving and conflict resolution;
- Effective management of fiscal resources including grant procurement, and budget administration;
- Procurement of professional consultant services;
- Contract administration;
- Federal and State legislative processes, procedures and reporting requirements;
- General principles and applications of modern information systems.

Ability to:

- Effectively plan, prioritize, direct, coordinate, and manage staff and functions of a comprehensive sustainability and IPM program;
- Prepare and administer the office's budget;
- Establish and maintain effective, cooperative, and collaborative working relationships with other County departments/staff, and representatives from other local, state and federal regulatory programs;
- Plan, motivate, supervise, train and evaluate the work of OOS departmental staff;
- Coach and mentor staff and conduct succession planning activities;
- Conduct effective public relations, outreach and information programs;
- Deal effectively and constructively with members of policy boards, commissions, elected and appointed public officials and the general public in discussing sustainability and IPM problems;
- Understand, interpret and apply provisions of federal, state and local legislation, rules and regulations pertinent to the administration of sustainability and IPM programs and policies;
- Evaluate gaps in County strategies, initiatives, or programs that negatively impact sustainability and climate defense improvement and make corrective recommendations;
- Effectively assist County departments to set performance goals, monitor, and make progress on goals that positively improve sustainability and climate defense;
- Express ideas and communicate clearly, concisely and effectively in oral and written form;
- Formulate and interpret strategic plans, mission statements, policies and procedures;
- Prepare clear and comprehensive correspondence and reports;
- Evaluate emergency situations and respond decisively and effectively;
- Maintain necessary professional registrations and certificates;
- Identify new developments and emerging challenges in the field of Sustainability and IPM;
- Supervise staff engaged in research, analysis and evaluation of data; respond to and make recommendations to the Board of Supervisors, Board Committees or Commissions.

PC

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