

# CITY OF HELENA



## **Position Title: Sustainability Coordinator**

**Department:** Public Works

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

### **Job Purpose:**

The City of Helena Sustainability Coordinator leads and is responsible for developing and implementing the City's strategies and initiatives, both in City operations and community-wide, to reduce energy consumption, greenhouse gas (GHG) emissions, and water consumption, and generally promote environmental sustainability, while providing cost savings to the citizens of Helena.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

### **Lead development of Sustainability Strategy and Initiatives**

- Track implementation of relevant sustainability plans, including the Helena Climate Change Task Force Action Plan 2009, and prepare updates to those plans consistent with current standards, technology, and best practices
- Prepare community-wide greenhouse gas assessment & climate action plan, and provide annual updates
- Foster programs and policies promoting environmental sustainability and assist city departments in becoming more sustainable, with an eye toward cost-effectiveness
- Coordinate with city offices, Citizen Conservation Board, and other stakeholders to identify & implement additional measures
- Prepare annual report for the City on efficiencies that have saved and will save tax dollars, such as GHG savings, water savings, energy savings, fuel savings, and cost savings, and assist the City in preparing its own annual report in accordance with § 4 of Resolution 20347 ("the City shall prepare an annual report, to be presented prior to or during the budget process, to document specific activities implemented by the City, track greenhouse gasses, energy usage and other resources such as water, and recommend future sustainability measures of the City of Helena")
- Coordinate with Montana Department of Environmental Quality and Helena non-profits to educate businesses and residents about energy efficiency, renewable energy, and water conservation
- Staff city boards as assigned
- Coordinate with other Montana communities, and, as time allows, with cities across the country, for ideas and guidance to effectuate the above
- Conduct community outreach and education events concerning issues of the environment, energy, sustainability, and climate action planning
- Look for partnerships and apply for grants and other funding sources (e.g., energy corps)

### **Drive implementation of the Sustainability Strategies and Initiatives**

- Secure funding, as needed, to implement priority sustainability initiatives
- Directly oversee implementation of certain initiatives
- Collaborate and coordinate with other similar positions in Montana

- Facilitate sustained stakeholder engagement and close collaboration with community partners and coalitions in the public and private sectors
- Use media outreach, including social media, to promote objectives
- Develop and manage necessary work plans and associated budgets
- Continually improve strategy based on outcomes and lessons learned
- Integrate sustainability and resilience strategy implementation into all City operations and programs
- Document the process and lessons learned to promote replication in other communities

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Climate action concepts such as energy conservation, waste reduction, water conservation, and others
- Principles and practices of resiliency measures
- Principles of and best practices in natural and economic sustainability and resilience
- Research methods

### **Skill or ability to:**

- Effectively use web-based tools.
- Effectively use social media
- Research, analyze, and interpret complex information
- Deliver clear presentations
- Create impactful tools
- Provide technical assistance
- Exercise judgment and professional discretion
- Manage and facilitate meetings and public processes
- Take initiative, provide leadership, and manage multiple demands on time
- Establish and maintain effective working relationships with a wide variety of people from diverse backgrounds
- Be both innovative and practical

### **Physical Demands:**

Ability to work in a standard office environment.

### **Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

### **Minimum Qualifications (Education, Experience and Training):**

This position requires a Bachelor's degree in a related field such as environmental science, local government planning, engineering, or other related subjects.

### **License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire.

**Supervision Received:**

Supervised by Public Works Director with secondary supervision from other department heads or supervisors as relative to work and projects being done.

**Supervision Exercised:**

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.