



invites your
interest
in the
position of

SUSTAINABILITY COORDINATOR

Closing Date: May 20, 2018

THE POSITION

The City is seeking a strong, hands-on leader with a solid understanding of environmental sustainability with the ability to focus on and manage the City's emerging Sustainability Program.

The selected candidate will plan, organize, and coordinate programs projects and initiatives aimed at reducing negative impacts to the environment and promoting long-term sustainability.

The Coordinator will manage, coordinate, facilitate, and advise the development, implementation, monitoring, and improvement of local government policies, programs, and initiatives that promote local environmental, economic, and socio-cultural sustainability.

This position will oversee the development of community education programs on sustainable practices, including energy conservation, alternative energy, waste diversion and reduction, local food production, and business efficiency programs.

The Coordinator will organize activities with departments that will accomplish all levels of conservation, solid waste recycling, green building, resource and water conservation, greenhouse gas reduction, government funding, and environmental reporting metrics.

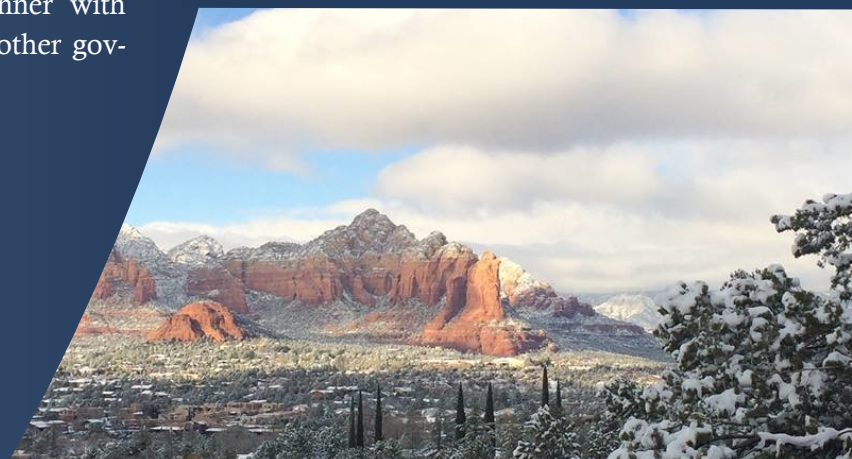
The ideal candidate will have strong communication skills and effectively represent the City at environmental meetings and negotiate environmental permit conditions with federal, state, and local agencies.

The Coordinator will be approachable, positive, energetic, and capable of working in a collaborative manner with boards, commissions, committees, the public, or other governing boards.

Click [here](#) to review the job description.

OUR MISSION

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.



THE CITY and COMMUNITY

Located in the heart of Arizona, Sedona serves a population of 10,000 residents and several million annual visitors over a service area of approximately nineteen square miles.

Sedona and the Verde Valley communities are livable, walkable, sustainable, and safe.

THE ORGANIZATION

The Sedona Team is comprised of approximately 130 full time equivalent positions. We recognize that each one plays a vital role making Sedona a great place to live, work, play and visit.

Our team members are driven by core values including customer service, professionalism, teamwork, integrity and innovation. We share a common purpose to serve and get great satisfaction from doing our job well.

Our team is responsible for creating a work environment that is driven but friendly and supportive. Our employees are highly visible and engaged, pursuing ambitious work while maintaining strong family ties and healthy work/life balance.

Committed to continuous improvement, City leaders encourage new ideas and are willing to take risks to discover emerging practices. We take care of our team members and support ways to help each other develop and grow.

The City seeks new team members that believe that it's not just about what you do but how you do it. If you're one of the ones that "get it" please, come join us.

CHALLENGES

Although sustainability is not a new idea, the City is committed to being green in a variety of platforms in order to effectively balance resources used and dollars spent with social responsibility.

Commercial and residential growth in Sedona and the Verde Valley is expected to continue at a brisk pace and a number of major projects that were delayed will begin construction in 2018 and 2019.

The Sedona area hosts a number of large and small tourism-based companies and traffic has continued to be an concern to both businesses and citizens.

The City continues to find new ways to communicate with the public, measure sustainability performance, and analyze green trends to effectively serve the community.

Other challenges and responsibilities for the Sustainability Coordinator will include educating the community about sustainability and coordinating City programming and activities related to sustainability.



Sustainability in Sedona is not just about preserving our stunning natural landscapes for residents and visitors alike. It's also about creating a vibrant and 'green' economy that provides meaningful jobs paying a living wage. And, it involves fostering a thriving community that offers our residents a high quality of life.

– Sedona Chamber of Commerce

EXPERIENCE and EDUCATION

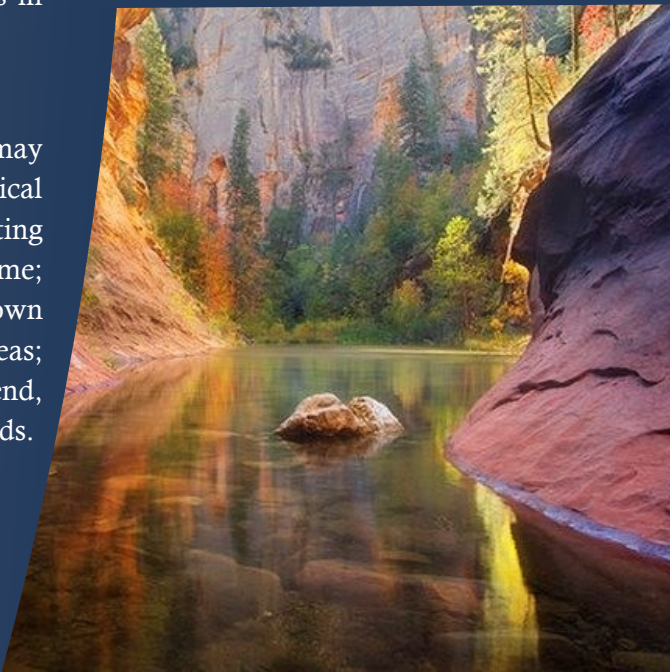
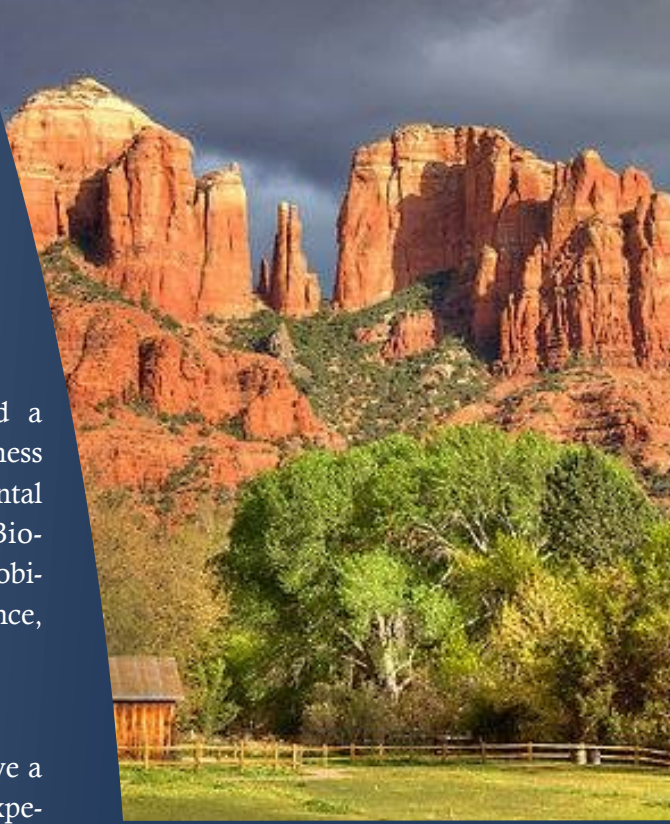
The Coordinator will hold a Bachelor's degree in Business Administration, Environmental Engineering, Biology, Biochemistry, Chemistry, Microbiology, Environmental Science, or a closely related field.

The ideal candidate will have a minimum of two years of experience in environmental management.

An International Society of Sustainability Professionals certificate, or similar, is desirable as well as familiarity with STAR Communities or other sustainability framework.

Working conditions include primarily indoor office work with occasional attendance at various events and activities in possible inclement weather.

Additionally, this position may require maintaining physical condition necessary for sitting for prolonged periods of time; the ability to walk up and down stairs, hills and off-road areas; ability to reach overhead, bend, kneel, and lift up to 25 pounds.



CANDIDATE PROFILE

The ideal candidate is a skilled professional with superior communication skills, can-do attitude, sustainability knowledge and experience in the application of contemporary green strategies.

The Coordinator will provide progressive leadership and maintain open lines of communication with other City departments. The ideal candidate will be receptive to new, green ideas and will stay current on sustainability trends.

Important management strengths include the ability to make timely and informed decisions, be approachable, and maintain accountability.

The City has an excellent relationship with our small community and this individual will be expected to maintain and advance those positive relationships.

The City provides an exceptional work environment that is marked by employee excellence, outstanding customer service, and high levels of citizen satisfaction.

COMPENSATION and BENEFITS

The current top salary range for the Sustainability Coordinator position is \$56,617.00 annually. Salary placement for the top candidate will depend on experience and education.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System
- 100% City-paid health, dental and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- City provided \$50,000 group term life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rates
- Eleven paid holidays
- Deferred compensation – Optional IRS 457 plans
- Wellness programs
- Three-day weekends; 4/10 schedule



HOW TO APPLY

To be considered for this exceptional career opportunity, submit your résumé, cover letter, current salary, and a list of a least three work-related references (who will not be contacted without prior notice) by May 20, 2018.

Your résumé should reflect years and months of employment, beginning/ending dates, as well as any sustainability or environmental work you have conducted.

Please submit your materials electronically as one file to HumanResources@SedonaAZ.gov

The City will select candidates to participate in an interview process in Sedona within weeks of the closing date. This recruitment is open until filled.

Deadline to Apply: May 20, 2018

Tel: 928-203-5189 • **Fax:** 928-282-1394

E-mail: HumanResources@SedonaAZ.gov

Website: www.SedonaAZ.gov