

City of Sedona



The City of Sedona invites your interest in the position of  
**Sustainability Manager**



## THE POSITION

The Sustainability Manager manages the City's Sustainability Program including planning, organizing, and implementing programs, projects, and initiatives that help Sedona become a more sustainable and climate resilient city.

This position manages, facilitates, and advises the development, implementation, monitoring, and improvement of local government policies, programs, and initiatives that promote local environmental, economic, and socio-cultural sustainability, develops strategic plans, goals, objectives, actions, and measurable outcomes sufficient to guide and report progress, analyzes best practices to reduce greenhouse emissions, reduce waste and resource use to promote health of natural systems and oversees development of equitable community engagement programs on sustainable practices, including energy conservation, alternative energy, waste diversion and reduction, local food production, and business efficiency programs.

The Sustainability Manager also provides technical assistance to internal and external stakeholders by determining best practices in resource conservation, energy efficiency, renewable energy, community agriculture, climate action as suited for the municipal organization and the Sedona community, and coordinates activities with departments that accomplish all levels of conservation, solid waste recycling, green building, resource and water conservation, greenhouse gas reduction, government funding, and environmental reporting metrics.

The Sustainability Manager must have solid ethics and integrity, excellent communication skills, and sound managerial experience. Additionally he or she will have excellent interpersonal, public relations, and customer service skills, and have the ability to build and maintain positive working relationships with elected officials, City staff, and the general public. In addition, the Sustainability Manager must have the ability to prepare and deliver effective and clear presentations.

Applicants must have a minimum of five years experience of project or program management including managing a budget, three years of supervisory experience, and three years of experience in sustainability or resource conservation preferred.







## THE ORGANIZATION

The City of Sedona is a general law city, which operates under the Council-Manager form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, and overseeing administration of the City. The City Attorney is appointed by and reports to the City Council.

Sedona currently has a staff of approximately 150 regular employees; City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Public Works, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, Sustainability, and Wastewater.

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Sedona's civic life.

The City has no property tax and relies on sales tax and lodging tax revenues to support its operations.

## THE COMMUNITY

Sedona is approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties and serves as a premier international tourist center.

Sedona was named after Sedona Miller Schnebly (1877–1950), who was celebrated for her hospitality and industriousness. Sedona's main attraction is its array of red sandstone formations. Originally founded in 1902, the City was incorporated in 1988 and is one of the premier tourism, recreation, retirement, art centers, with nearby viticulture .

Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons and plenty of sunshine and clean air. The year round population of Sedona is approximately 11,000 residents, while the seasonal/visitor population often doubles that number on a regular basis. The City is almost 19 square miles in size, with 51% being owned by private landowners and the rest belonging to the Coconino National Forest.

Sedona has something for everyone: world class resorts to small family-run motels, multitudes of spectacular hiking trails, fine restaurants, excellent schools, film festivals, concerts, outstanding shops and diverse art galleries.



## COMPENSATION and BENEFITS

The salary for the Sustainability Manager ranges up to \$97,157.00 annually.

Salary placement for the top candidate will depend on education and experience.

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 and dependents
- City provided \$50,000 group term life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rates
- Paid holidays
- Deferred compensation - Optional IRS 457 plans
- Wellness programs
- Four-day work weeks
- ...and much more!

## HOW to APPLY

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of at least six work-related references (who will not be contacted without prior notice) electronically as one file to [HumanResources@SedonaAZ.gov](mailto:HumanResources@SedonaAZ.gov) or upload your materials to our [ADP applicant tracking software](#).

**Closing date:** October 17, 2021

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

**E-mail:** [HumanResources@SedonaAZ.gov](mailto:HumanResources@SedonaAZ.gov)

**Website:** [www.SedonaAZ.gov](http://www.SedonaAZ.gov)

