



**Range:** SG-13  
**FLSA:** Non-exempt  
**Date:** April 18, 2022

## **SUSTAINABILITY COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Coordinates the City's Sustainability Program including planning, organizing, and coordinating programs, projects, and initiatives identified in the Climate Action Plan and Municipal Sustainability Plan.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Sustainability Manager.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

#### **Essential Functions:**

1. Coordinates, facilitates, and advises the development, implementation, monitoring, and improvement of local government policies, programs, and initiatives that promote sustainability and climate action.
2. Collects and reports data on key indicators including but not limited to water, recycling, composting, energy, fuel, greenhouse gas emissions, and renewable energy generation.
3. Analyzes current best practices to assess and update the Municipal Sustainability Plan, Climate Action Plan, Community Plan, and City Code.
4. Coordinates the development of community and staff education programs on sustainable practices, including water conservation, energy conservation, clean energy, and waste diversion and reduction.
5. Provides technical assistance to internal and external stakeholders by determining best practices in resource conservation, energy efficiency, renewable energy, waste reduction and climate action as suited for the municipal organization and the Sedona community.
6. Develops and coordinates community weatherization, efficiency, and rebate programs. Communicates with the public and program partners about the programs to increase participation.
7. Oversees the implementation of the City's Green Fleet Policy and the expansion of electric vehicle chargers for fleet and public use.
8. Assists with organizational resiliency and preparedness efforts. Updates the organizational plan and works with internal partners to keep the plan relevant. Works with the Fire District, Yavapai County, Coconino County, and the State of Arizona to develop effective program and internal policies.

9. Coordinates and presents at community workshops and trainings that encourage climate action and adaptation.
10. Develops communication materials and markets resiliency, adaptation, and climate programming
11. Provides guidance on applicable federal, state, and local codes, laws, rules, regulations, standards, policies, and procedures; makes recommendations on local code updates
12. Identifies, reviews, and assesses the city departments' current sustainability services and programs. Recommends strategies, programs, and technologies to maintain compliance with existing regulations.
13. Maintains awareness of new technologies, methods, trends, and advances in the profession.
14. Presents trainings to community members, employees, and elected officials regarding best practices relating to sustainability, resiliency, and climate action.
15. Maintains website, newsletter, and social media content within assigned role.
16. Other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic climate science, energy and water efficiency, sustainable transportation, waste reduction, data management, and behavior change initiatives.
- Sustainability concepts and practices.
- Graphic design and data visualization principles to create efficient, accessible, and attractive energy and climate data displays.
- Community outreach, engagement, and education.
- City of Sedona organization, mission, policies, and structure.

### **EXPERIENCE AND TRAINING GUIDELINES:**

*Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. Any typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

One year of experience in climate science, resource conservation, and/or sustainability practices preferred.

#### **Training:**

Bachelor's Degree in Sustainability, Environmental Science, Environmental Policy, Natural Resource Management, Public Relations or Administration, Climate Science, Data Communications, or related field.

#### **Licenses:**

Ability to obtain a valid Arizona Operator's Driver's License within three months of hire.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Indoor office work with occasional attendance at various events and activities in possible inclement weather.

### **Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others. Ability to walk up and down stairs, hills and off-road areas; ability to reach overhead, lift, bend, kneel and lift up to 25 lbs.