ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Sustainability
Job Code: 1097
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to coordinate and manage carbon reduction, renewable energy and other sustainability contracts, partnerships, and agreements.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates, reviews, and evaluates the development and execution of sustainability program contracts, partnerships, and agreements: schedules and facilitates meetings with interested community partners and non-profit organizations; explains, negotiates, and/or drafts program goals, as well as contract details and language; monitors and evaluates performance of partners and non-profits, including managing deliverables, to ensure compliance with contract and agreement terms and conditions; processes invoices; and maintains related documentation.

Performs communications activities: facilitates communication between Office of Sustainability and Sustainability Advisory Committee on Energy and Environment; manages and creates website content, press releases, blog posts, and newsletters; and oversees SACEE compliance with open meeting laws and updates to orientation materials.

Assists in developing environmental education programs and activities: designs and implements awareness campaigns and other environmental education programs; coordinates with other City departments and staff; provides updates; and resolves concerns.

Manages, reviews, and participates in the collection of partnership and contract data and/or information: prepares and reviews a variety of related reports, statements, and communications; audits a variety of data for quality control purposes; and coordinates data compilation with outside organizations and partners, as needed.

Performs public relations duties: represents the department and attends various meetings and events; provides information, answers questions, and makes presentations regarding sustainability programs, goals, issues, and concerns.

Manages grant application processes and granted funds: identifies grant opportunities to support the environmental education programs; researches various sources to identify grant funding opportunities and to determine availability of grant funding; compiles required data and documentation; completes and submits grant applications; allocates granted funds in compliance with grant rules and regulations; and maintains all required documentation.

Communicates with supervisor, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, contract reports, invoices, media documents, project updates and reports, annual reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Environmental Science, Public Administration, or a related field required; supplemented by five years of experience in environmental education, sustainability program management, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.