# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

## Chief Sustainability Officer
## Job Code: 1090
## FLSA: Exempt

## Purpose of Classification:

The purpose of this classification is to direct and administer policies and procedures related to energy and other environmental sustainability concerns of all City operations, direct and manage department staff, and to advocate for sustainability and climate resiliency in the community.

## 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.*

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to City management and City Council; and updates and maintains department standard operating procedure manuals.

Oversees, plans, organizes, directs and coordinates the implementation of the City's Sustainability Management Plan and adopted Council sustainability goals and initiatives, including carbon reduction, food policy, waste reduction, renewable energy, and climate justice: provides vision and leadership, guidance and support to internal and external partners in the development and implementation of sustainability policies and initiatives; and coordinates with and provides technical assistance to City departments to create goals, objectives, operating policies, procedures, standards and program performance measures regarding sustainability management.

Manages the day to day operations of the Office of Sustainability: develops and creates work plans, equity and inclusion strategies, and engagement strategies for the City's sustainability initiatives; participates in building interdepartmental relationships and teams to implement sustainability initiatives; participates in the development of and provides information and explanation regarding sustainability policy decisions; prepares and presents studies, milestones and annual reports to Council Committees, City Council, Sustainability Advisory Committee on Energy and the Environment (SACEE) and other stakeholders; and manages communications, marketing, and media activities, including maintaining and updating the Office of Sustainability webpage.

Serves as staff liaison to SACEE: assists staff with scheduling and coordinating meetings; develops and distributes meeting agenda and information packets; attends meetings; records and maintains minutes; maintains attendance records; provides information, interpretation, and technical expertise regarding City policies, procedures and information, as well as City Council vision for sustainability and adopted goals; ensures compliance with administrative requirements and applicable local, state, and federal laws; facilitates discussions and provides resources and information; notifies City Clerk's Office of special meetings; assists in ensuring policy matters are directed to and vetted by appropriate advisory boards; oversees and guides subcommittees; conducts training and orientation for new members; oversees planning and preparation for annual retreat and annual reports to City Council; and maintains and updates SACEE website.

Develops, defends, and implements budget for Office of Sustainability: recommends budget allocations for staffing, equipment, and capital projects; manages Green Revolving Fund; monitors expenditures to ensure compliance with approved budget; and maintains related documentation.

Manages partnership agreements and contracts; oversees scope of services, documentation, outcome measures, budget, and payments; facilitates and coordinates meetings partners, contractors, and other City staff; directs and monitors contract deliverables and adherence to Council vision and goals regarding sustainability; identifies risks of projects to influence community goals; develops solutions; communicates the same to internal and external stakeholders; and assists in preparation of, and schedules related updates for Council Committees and SACEE.

Manages and conducts community outreach: coordinates with Communication and Public Engagement Department to develop communication strategies to promote the City's sustainability efforts and educate the community regarding the benefits of sustainable practices; participates in, coordinates with, and represents the City's Office of Sustainability to civic, neighborhood and other allied organizations, as well as local, state, and national government agencies and environmental organizations.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to sustainability; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City management and elected officials, supervisor, subordinates, co-workers, other City employees, third party service contractors, 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, budget and financial reports and documentation, capital requests, presentations, resolutions, meeting agenda and minutes, contracts, staff reports, invoices, 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, Environmental Economics and Policy, or a related field required; supplemented by five years of progressively responsible experience in implementing carbon mitigation, climate resilience and other sustainability goals and programs, to include lead or supervisory experience.; 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:** Must possess and maintain a valid North Carolina driver's license.

**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 synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction**: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**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 involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**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

broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## 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 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.*