



## Job Description

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**Department:** Administration **Status:** Exempt  
**Job Title:** Sustainability Coordinator  
Public Information Officer  
**Reports to:** City Administrator and Assistant City Administrator

Date job description last revised: 11/6/2023

### **GENERAL DESCRIPTION OF DUTIES:**

The sustainability coordinator provides leadership and coordination of complex projects and is responsible for tracking and reporting on progress toward achievement of the City's sustainability goals. This is a position with high visibility, working closely with citizens, community non-profits, governmental partners, and employee groups to achieve specific sustainability goals. Identifies and analyzes sustainability options for the city, its employees, and the public. Works closely with the City Administrator, Assistant City Administrator, and department heads to provide guidance and consultation regarding sustainability programs, costs, timelines, and other related activities. Makes public presentations to the City Council. Performs a variety of professional, technical, innovative, and analytical work to advance the City's Climate Action plan, both internally and externally.

As a public information officer, it is the responsibility of this position to ensure that communications and messaging are consistent and timely. This position will assist department heads and other members of the leadership team in responding to all media inquiries and crafting press releases. This position will work closely with State Communications to ensure the website or other marketing materials are consistent with City strategies.

### **ORGANIZATIONAL RELATIONSHIPS:**

Works closely with all employees in City Hall with primary direction provided by the City Administrator or their designee.

### **ESSENTIAL DUTIES:**

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time. This position involves

customer service, regular assigned responsibilities, ad hoc duties and requires the ability to resolve problems and multi-task:

- Regular, predictable, and dependable on-site workplace attendance is an essential function of the job.
- Develops, updates, implements, and administers the City's Climate Action Plan, Energy Action Plan and programs to meet specific City Council goals, ensuring coordination with all departments, the community, and region, prepares and presents an annual report to the City Council.
- Demonstrates working knowledge of current sustainability issues, best practices, and trends.
- Prepares agendas and meeting notes for the Sustainability Committee. Provides updates of Committee activities to the City Council.
- Oversees the City's bag ban, monitoring of the disposable bag fee, providing recommendations for the use of the fee, and communication with local businesses.
- Serves in a leadership capacity within the organization, introducing new sustainability initiatives, and helping coordinate city employee sustainability efforts.
- Gathers and analyzes data and solicits input from employees and citizens to meet environmental, social and economic sustainability goals including but not limited to: climate action, energy conservation, renewable energy, solar, trash & recycling, zero waste, and water conservation.
- Responsible for a complex set of projects, for assuring work tasks and products are produced in a high quality, effective manner within required timeframes. Works with various departments to identify and prioritize sustainability activities and reports on progress.
- Negotiates with outside government agencies, local businesses, and vendors. Manages professional services and/or construction contracts associated with sustainability initiatives.
- Identifies and pursues external funding opportunities, including funding from grants and incentive programs.
- Prepares detailed analysis of proposed investments and strategies and progress reports indicating progress towards goals, cost savings and return on investments.
- Develops and maintains excellent working relationships with the Governor's Energy Office, Department of Energy, and the local non-profits focused on sustainability and energy efficiency.
- Assists with the management and analysis of data related to City buildings and/or vehicle fleet efficiency performance and other sustainability initiatives.
- Prepares internal and external communication materials regarding programs and initiatives.
- As public information officer, assists in the preparation of media responses.
- Proactively provides City communications to various media outlets and ensures the website and social media platforms are updated regularly.
- Audits the City's social media accounts and recommends improvements to limit City liability.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must possess exceptional oral, written communication, analytical, and interpersonal skills.
- Must be able to work independently with discretion.
- Skill in interpreting, understanding, and following complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in developing, implementing, and evaluating policies and procedures.
- Ability to write effective reports, grant applications, business correspondence, and procedure manuals.
- Ability to interact and communicate with a variety of individuals and groups in an effective and efficient manner both in person, over the telephone and via e-mail in a clear and concise manner.
- Ability to compile, organize, prepare, and maintain an assortment of records, reports, documents and related information.
- Must possess good meeting facilitation skills.
- Effective public speaking/presentation skills, with the ability to interact with large groups and with boards and elected officials in public hearing settings.
- Ability to coordinate, conduct, compute and analyze data relating to sustainability.
- Proficiency in developing, analyzing and managing municipal budgets.
- Ability to effectively resolve problems, conduct assessments, and make recommendations based on information.
- MS Office with intermediate to advanced knowledge of Outlook, Word and Excel.

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree with emphasis in Urban Planning, Natural Resources Management, Environmental Science, Sustainability, or related field preferred. A minimum of three years varied experience in sustainability planning or related field.

### **ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

Work is performed in an office environment and requires extended periods of time in front of a computer screen. Hours are generally Monday – Friday, 8 am – 5 pm; however longer hours may be required, as may evening meetings. Must be able to lift 20 pounds on an intermittent basis. The small organizational setting requires a strong work ethic.

### **PAY/SALARY RANGE:**

\$60,880 to \$91,321 Annually. Hiring range up to \$76,100 Annually.

### **GENERAL DESCRIPTION OF BENEFITS:**

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.