

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Chief Sustainability and Resiliency Officer	Job Family: 3
General Classification: Management	Job Grade: 46

Definition: To develop a vision, long-range plans, community engagement strategy, and funding models to establish and achieve the City’s sustainability and resiliency goals; develop, oversee, and direct implementation of the Sustainability Division’s objectives, policies, procedures, and annual work plan; identify opportunities and build collaboration with governmental and private-sector partners; provide expertise on sustainability mitigation, adaptation, resilience, and equity; engage City departments in sustainability and resiliency planning and oversee the integration of sustainability and resiliency into City policies and programs across the organization; and exercise political acumen and provide highly skilled staff assistance to City management and the City Council.

Distinguishing Characteristics: This is a single-class management classification that is responsible for the direction and oversight of the Sustainability Division and the City’s sustainability program and serves as a key advisor to and a member of the City Manager’s and executive management team to advance and support the organization’s comprehensive sustainability and resiliency objectives. This position receives general direction from the Assistant City Manager/Chief Operating Officer and exercises direct and indirect supervision over assigned management, professional, technical, clerical, and consulting personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Direct and oversee sustainability and resiliency work plan initiatives, including independently managing complex projects; assign work activities, projects, and programs; monitor current project work flow; and review and evaluate work products, methods, and procedures of assigned staff or consultants.
2. Prepare the Sustainability Division operating budget; oversee budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, contract services, and supplies; administer approved budget; and explore new funding models and sources to support the program long-term.
3. Recommend to the Assistant City Manager/Chief Operating Officer the appointment of personnel; oversee staff onboarding; support learning and development; provide coaching and mentoring; conduct performance evaluations;

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work with employees to address performance issues; and implement discipline procedures as needed.

4. Lead and manage high-level sustainability and resiliency initiatives independently and in a collaborative team setting.
5. Lead an analysis of and plan for integrating equity throughout the City's sustainability and resiliency programs and oversee implementation of the plan.
6. Lead an adaptation and resilience assessment; and develop a resilience and adaptation plan and oversee its implementation.
7. Prepare clear and concise complex reports, correspondence, policies, procedures, and other written materials.
8. Provide highly complex professional staff assistance to the City Manager, Assistant City Manager/Chief Operating Officer, and City Council, exercising highly skilled political acumen.
9. Prepare and present effective staff reports and other necessary correspondence to the City Council, Council subcommittees, advisory bodies, community organizations, and/or other external agencies; and coach Sustainability staff in effective staff reports and presentations.
10. Serve as the staff liaison to the Council Sustainability Committee.
11. Identify opportunities and strategies for cross-departmental collaboration to achieve sustainability and resiliency goals; proactively seek to understand the operations, constraints, and priorities of other departments; make recommendations regarding the prioritization and integration of sustainability and resiliency initiatives across the organization; and convene a Sustainability Governance Team.
12. Engage strategically with other jurisdictions and regional and State representatives to identify legislative priorities and opportunities to influence regional and State sustainability and resiliency policy.
13. Identify collaboration opportunities with private-sector and governmental agencies and develop regional partnerships and initiatives to achieve sustainability and resiliency goals and maximize impact.

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14. Foster relationships and work with City Councilmembers regarding their participation in regional environmental agency bodies.
15. Develop a communications and outreach plan and strategy and oversee its implementation to increase awareness of the Sustainability Division's services and promote community, private-sector, and City employee participation in sustainability and resiliency events, initiatives, and actions.
16. Act as a City representative on sustainability and resiliency topics to private organizations and other government agencies.
17. Evaluate the City's progress on sustainability and resiliency goals based on established benchmarks/indices; and develop and oversee implementation of mechanisms to track progress in achieving these goals, objectives, and requirements as outlined in City plans and Federal, State, and local regulations.
18. Attend evening meetings and events and/or work various shifts, including nights, weekends, and holidays.
19. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Leadership and management principles and practices, including goal-setting, program development, implementation, evaluation, project management, and policy/program analysis; principles and practices of public administration; applicable Federal, State, and local environmental laws and regulations; Best Practices in sustainability mitigation, adaptation, resilience, and equity; cross-sector, multi-agency partnerships; strategies in effective communications, engagement, and change management; principles and practices of division budget and personnel management; recent and ongoing developments, current literature, and sources of information related to the operations of the Sustainability Division; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff; making presentations and public speaking; the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; and modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software applications relevant to work performed.

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Ability to: Strategize, organize, direct, and implement a comprehensive sustainability program; supervise, train, coach, and evaluate management, professional, technical, and clerical staff; interpret and explain division policies and procedures; independently organize work, set division priorities, meet critical deadlines, and follow up on assignments; prepare and administer an operating budget; analyze complex data and make decisions accordingly; negotiate and manage professional consulting services contracts; explain City practices and objectives to appropriate public and private agencies, organizations, and individuals; identify and incorporate stakeholders in division initiatives as appropriate; effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks; problem-solve and implement creative solutions; communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax; make effective presentations; exercise political acumen, good judgment, and sound decision-making within general policy, procedural, and legal guidelines; lead a team and exercise informal authority to build consensus and foster innovation at all levels; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of progressively responsible professional experience in developing, promoting, and operating sustainable development initiatives involving program analysis and coordination, including at least two years of supervisory or management experience; graduation from an accredited college or university with a bachelor's degree in sustainability, environmental science, engineering, business, economics, planning, or a closely related field is required. A relevant master's degree and demonstrated experience of coordinating or overseeing related programs in a public-sector environment or nonprofit agency are highly desirable.

Required Licenses or Certificates: Possession of or ability to obtain a valid Class C California Driver License.

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Working Conditions: In addition to the regular work schedule, this position may be required to work evenings and weekends for meetings and/or special events.

Established: February 2022

Revised:

HRD/CLASS SPECS

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