

**CLASS SPECIFICATION**  
**Conservation Programs Coordinator**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, plans, develops, coordinates, implements and monitors the effectiveness of assigned energy efficiency, solid waste recycling and water conservation programs; performs related community outreach and education activities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Conservation Programs Coordinators are responsible for implementing and monitoring energy efficiency, conservation and waste prevention programs and initiatives that are significant in scope and community visibility. Incumbents conduct research on new and enhanced conservation methods and initiatives designed to achieve challenging conservation and efficiency targets. Assignments are given in terms of objectives to be achieved and incumbents are expected to exercise initiative and professional judgement in accomplishing desired conservation goals and objectives.

Conservation Programs Coordinator is distinguished from Conservation Programs Specialist in that incumbents in the former class independently perform conservation program responsibilities that are technically more complex and have greater business, community and residential impact. Incumbents are also responsible for supervising and providing work direction and assistance to bureau staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Designs and implements commercial recycling collection and waste prevention programs, manages pilot projects and contracts; conducts research on collection and composting programs and provides analyses; collects and directs the collection of field data; interprets data collected from studies and pilot projects; prepares and drafts reports, letters, presentations and requests for proposals; designs and evaluates educational materials and outreach efforts; monitors work done by contractors; coordinates activities with City bureaus, local businesses and other public agencies and service providers.
2. Manages, directs and coordinates energy efficiency and conservation programs; supervises and provides assistance to staff; develops program policy; develops and prepares annual work plans and program evaluations and facilitates inter-bureau work plans and deliverables; prepares and submits ordinances and other materials to City Council; identifies and develops strategic partnerships;

identifies funding and cost sharing opportunities; monitors program budget; prepares and reports to management on program progress.

3. Manages conservation Investment Funds; assists in the development, administration, execution and monitoring of incentive fund mechanisms; develops incentive fund intake and tracking systems; develops incentive fund partnerships; promotes and markets incentive fund utilization.
4. Develops new recycling and waste prevention programs; prepares and reviews grant applications; coordinates activities with local and regional agencies; explains City policies and ordinances to the public.
5. Works with technical bureau staff to develop and provide design and construction consultation services; coordinates between project management and the Office of Planning and Development Review during the project permitting process; tracks and maintains records for green building projects.
6. Develops and maintains a design and construction technical resource center; develops residential, commercial and multi-family design and construction guidelines, rating systems and resource books; compiles technical information in the areas of design, construction, operations and maintenance for case studies, technical resources and specifications; coordinates the development of a technical resource web page.
7. Manages the work of the Sustainable Portland Commission and its subcommittees to develop policy recommendations and communication strategies; evaluates City sustainable development policies and practices; assists City bureaus and the Portland Development Commission with planning and implementation of sustainability policies, projects and programs; coordinates outreach and education projects with other City bureaus.

#### **OTHER DUTIES**

1. Represents the City at local, regional and national meetings; integrates City goals into regional plans.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Resource conservation methods, practices and techniques, including accepted industry practices in green design and construction, commercial recycling and waste prevention.
2. Statistical analysis and modeling techniques and supporting computer software.
3. Principles, practices and concepts of program planning and management, including program evaluation principles, methods and techniques.

4. Effective methods for communicating, developing support for and implementing conservation programs for specific commercial and residential consumer groups.
5. Principles and practices of business communication and marketing.
6. Meeting facilitation techniques and methods.

**Ability to:**

1. Assemble and interpret statistical data applicable to design and evaluation of energy conservation and recycling and waste prevention programs.
2. Analyze issues and problems, develop alternatives and make sound, appropriate recommendations.
3. Understand, interpret, explain and apply City and local laws, regulations and programs applicable to energy conservation, recycling and waste prevention requirements.
4. Design public involvement and policy development processes.
5. Exercise sound independent judgement within established guidelines.
6. Operate a computer and use word processing software.
7. Communicate clearly and effectively, orally and in writing.
8. Represent the bureau effectively in meetings and before various groups.
9. Prepare clear, concise and accurate reports and other written materials.
10. Exercise tact and diplomacy in dealing with sensitive customer issues and situations.
11. Maintain effective working relationships with bureau managers, staff, community and industry groups, customers and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in environmental sciences, business administration, management or a related field; and three years of progressively responsible professional experience in conservation, waste prevention or recycling and/or in informing and educating the public on public policy issues; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

Revised: May, 2004. Corrected years of experience from four to three.

June 2009 - Change Job Class number from 7226 to 30000506, due to system change.