

CLASS SPECIFICATION
Sustainable Development Operations Manager

FLSA Status: Exempt
Union Representation: Nonrepresented/Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

GENERAL PURPOSE

Under general policy direction, plans, directs and integrates the daily operations of the Office of Sustainable Development (OSD); manages OSD sustainability programs; contributes to the development and management of OSD policies; serves as senior adviser to OSD director, carrying out sensitive and complex assignments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position classification responsible for managing the overall operations of the Office of Sustainable Development and representing the OSD director in key discussions regarding budget, operational issues and OSD policy. The incumbent manages several program areas within OSD, including the Green Building program, Sustainable City Government program, wind project development and OSD Research and Policy technical staff. The incumbent is responsible for assisting the OSD Director in management of OSD programs and services and for providing strategic advice and counsel in the design, development and implementation of office operations. The incumbent assists the OSD Director in developing and implementing strategic plans and setting direction for the bureau's various functional program areas and in managing the work of the entire bureau. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness.

The Sustainable Development Operations Manager is distinguished from the Conservation Program Manager and the Solid Waste and Recycling Manager, in that the incumbent of the former class has management responsibility for the programs, resources and staff in multiple broad program areas and responsibility for bureau policy and operational issues.

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. Plans, organizes, controls, integrates and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the annual division budget; manages and directs the development, implementation and

evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Manages the work of a group of professional and technical staff who provide research, policy and technical services related to green building, global warming, energy efficiency, renewable energy resources, sustainable food, toxics and other sustainable development areas for private companies, government and residents.
5. Plans, organizes, integrates, directs and implements the City's Green Building programs and developmental sustainable technologies and practices programs, as provided for through City Council directives; supervises a staff team involved in designing and administering energy policy and "on the street" energy programs; modifies current programs to further the City's energy efficiency and renewable energy goals.
6. Plans, directs and implements the City's energy conservation programs as provided for through City Council directives establishing the City Energy Policy, Local Action Plan on Global Warming, and Sustainable City Principles; modifies current programs to further the City's energy efficiency and renewable energy goals.
7. Leads various efforts to acquire funding for policy, research and technical assistance services; applies for grants; researches and evaluates creative alternatives for generating revenue sources.
8. Manages OSD legislative agenda with Government Relations for all areas, including solid waste, energy, green building, toxics, food, economic development and other sustainability- related areas; analyzes legislative and policy issues with significant impact on bureau programs and operations.

9. Manages the budget development process and human resources needs of OSD, in conjunction with OSD Director and Office managers.
10. Conducts complex management, systems and technical studies and prepares recommendations and reports; conducts research and analyzes bureau operations to identify opportunities to improve efficiency and effectiveness; meets with various groups to evaluate public interest and concerns and negotiate appropriate solutions among conflicting interests.
11. Researches and develops programs to achieve City and bureau mission and goals; facilitates the development of new bureau and City energy policies; researches, investigates and analyzes energy and resource efficient products, technologies and models for future programs; prepares and presents proposals for the implementation of new programs.
12. Represents the Office of Sustainable Development in meetings with City officials, outside groups and agencies and attends public meetings for the director, as needed.
13. Represents the City on natural gas utility franchises and rate tariffs; Represents the City in state utility proceedings and energy utility policy issues; develops partnerships with other state, utility and consumer advocate energy groups.

OTHER DUTIES

1. Represents the Director in that individual's absence.
2. Represents the Office on various committees, groups, societies and boards.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Policies, technical principles, practices, regulations and current trends related to green building, energy efficiency, global warming, sustainable food, renewable energy resources and toxics.
2. Program administration, organizing principles and planning techniques.
3. Budget, human resource, cost control and administrative practices and policies.

Ability to:

1. Plan, assign, direct and supervise the work of supervisory, professional and technical staff.

2. Effectively communicate complex technical matters to non-technical individuals, including policy makers, both verbally and in writing.
3. Apply federal, state and local laws, codes and standards applicable to the administration of sustainability programs and services.
4. Develop funding proposals to private companies and foundations to support research, policy and program initiatives.
5. Effectively engage in problem solving and team building.
6. Initiate and direct partnership efforts with private companies, other governments and residents.
7. Establish and maintain effective working relationships with a diverse workforce and community and with all levels of City staff and elected officials.
8. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

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 public administration, management, environmental studies or a closely related field; and at least seven years of progressively responsible program management experience that included providing high-level policy support to executive staff.

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 depends, 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.

Class History:

Adopted: December 18, 2006

June 2009 - Change Job Class number from 7233 to 30000510, due to system change.