

The City of Novato Is seeking a

Sustainability Programs Coordinator I/II



FINAL FILING DEADLINE
5/16/17 @ 5:00pm

This is a full-time, permanent position with full benefits

To apply for this position, please visit www.governmentjobs.com
or
www.novatojobs.org

COMPENSATION AND BENEFITS
\$5,451—\$7,278 monthly
with 3% COLA
on 7/1/17 & 7/1/18

Placement in the salary range is dependent upon qualifications and experience.

Monthly employer contribution towards benefits up to \$1,775 per month.

THE POSITION

The Sustainability Programs Coordinator I/II is responsible for the implementation and administration of the City of Novato's Climate Change Action Plan (CCAP). Initially under supervision and direction, this position will develop public outreach strategies and support the community's energy efficiency and greenhouse gas reduction efforts as we meet our goals in sustainability and resource conservation.

This position will also provide expert assistance to City staff, residents, business community groups and the public and have primary responsibility for promoting the City's sustainability plan to meet emission goals and mitigate climate change.

THE IDEAL CANDIDATE

The ideal candidate will possess strong analytical, organizational and project management skills and demonstrate the ability to handle multiple projects through a variety of stakeholders. This candidate must be able to work independently and be self-motivated to meet deadlines, work in teams, and interact effectively with the community and city staff alike. The best qualified candidates will also have excellent verbal, written, and presentation skills for internal and external audiences along with significant knowledge of local energy and sustainability issues.

QUALIFICATIONS

Any combination of related education and experience is qualifying. Typically, the position requires a sufficient amount of professional experience in environmental sciences and sustainability planning along with a supporting Bachelor's degree from an accredited college or university in environmental studies or a related field.

THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for administering land use policies, environmental regulations, and design and building code standards for new construction based on federal, state, and local requirements. The CCAP is a major initiative in the City's goal for a cleaner environment and a sustainable world. To learn more about the City of Novato's Sustainability Plan please visit: <http://novato.org/community/sustainability>.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT www.novatojobs.org

TYPICAL DUTIES:

- ◆ Oversee and coordinate the Climate Change Action Plan (CCAP) implementation, state mandates, and other sustainability-related programs and activities including all aspects of the city's sustainability strategy.
- ◆ Manage the integration of the City's environmental-related programs and assemble and coordinate a cross-departmental City Green Team to help reach the CCAP objectives and goals.
- ◆ Actively engage and cultivate relationships with local and regional groups in the sustainability movement and build positive working relationships with the community to ensure these programs are successful.
- ◆ Make public presentations regarding sustainability opportunities, programs, and initiatives; present regular updates to Council and community members with regard to CCAP elements.
- ◆ Work with stakeholders to develop and implement programs related to volunteerism and the Climate Change Action Plan; support initiatives related to neighborhood enhancement, beautification, and Sustainability; plan and publicize City Sustainability activities, opportunities, and recognition events.
- ◆ Coordinate with the Public Works Department and promote the implementation of energy and water efficiency measures in City facilities including the purchase of alternative fuel vehicles for the City fleet.
- ◆ Research, analyze and interpret related social, economic, population and land use data and trends as it pertains to Climate Change initiatives.
- ◆ Promote energy efficiency programs to property owners including the county-wide Resilient Neighborhoods program.
- ◆ Work with the Transportation Authority of Marin and major local and regional employers to implement trip reduction measures.

EMPLOYEE INFORMATION AND BENEFITS:

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

A COMPLETED SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED WITH EACH APPLICATION.

Responses to the supplemental questions must be submitted in addition to our regular employment application form. A resume will not be accepted as a substitute for the required employment application and supplemental questionnaire. Responses to these supplemental questions will be evaluated as part of the application screening process based on position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your writing skills and qualifications.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Benefits: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

Leaves: The City offers 13 paid holidays; 10 days vacation at the first year of service (graduates to 21 days for 20 years service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.