



Sustainability Manager

Definition

Maintaining and improving the quality of life in Cupertino, is a core function of the Sustainability Manager. The environmental affairs division within the City Managers Office will coordinate the development of measures that prevent pollution and promote conservation in Cupertino. This position will formulate policies and communicate closely with senior management within the city, with business leaders, and members of the community. This position requires an energetic self-starter with excellent communication and diplomacy skills, the ability to see what really matters and the energy and determination to make the city of Cupertino world class in the environmental field.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Coordinate sustainability activities among departments, external agencies and community organizations and City-wide.

Organize and support the environmental sustainability task force.

Serve as technical resource on sustainability initiatives.

Work with City departments to establish sustainable practices applicable to their respective functions.

Keep City current on Federal, State and local legislation affecting sustainability programs and projects, and analyze implications of new regulations and requirements.

Evaluate proposed sustainability measures to prioritize investment through life cycle costing, cost/benefit analysis or other matrix prior to implementation.

Develop and implement mechanisms to track progress in achieving environmental sustainable goals and objectives.

Write grant applications.

Act as a City representative on sustainability topics to private organizations and other government agencies.

Make presentations to Council, the environmental sustainability task force, other City departments and applicable outside organizations.

Prepare reports, correspondence, spreadsheets and PowerPoint presentations using a computer.

Prepare public information materials.

Qualifications

Knowledge of:

Management principles and techniques.

Procedures for planning and coordinating programs.

Principles and practices of public administration.

Budget preparation and administration.

Applicable laws and ordinances.

Federal, State and local environmental laws and regulations.

Sustainable development programs.

Environmental education, technical research and report/grant writing abilities.

Ability to:

Develop, plan and coordinate a program.

Conduct budget analysis.

Prepare public information materials.

Conduct cost benefit analysis.

Use computer and specialized software.

Education and Experience

Three years of progressively responsible experience in a related field; graduation from an accredited college or university with a bachelor's degree in environmental science, engineering, economics, planning or other pertinent field. Demonstrated experience of coordinating or overseeing programs in a public sector environment is highly desirable.

Licenses and Certifications

Possession of or ability to obtain and maintain a valid California Class C driver's license.

FLSA: Exempt
Est. 8/2008
Rev. 7/2012