

<b>POSITION TITLE:</b> <b>Sustainability Coordinator</b>	<b>CITY OF</b>
<b>DEPARTMENT:</b> Administration	<b>BOWLING GREEN</b>

Municipal Administrator or Assistant Municipal Administrator	
<b>POSITION REPORTS TO</b> _____	<b>DIRECT REPORTS BY TITLE:</b> None
<b>DIRECT:</b> 0	<b>INDIRECT:</b> 0

<b>POSITION FUNCTION</b>
This position is responsible for citizen educational programs and marketing outreach as well as advising all department/division heads on sustainability efforts regarding operations, maintenance activities, assets, etc. Also, coordinates the Storm Water Management Program and completes the annual storm water report.

<b>JOB RESPONSIBILITIES</b>
<p>Develop, implement, and manage comprehensive marketing, educational and public outreach/information programs for sustainability and related issues including, but not limited to, refuse/recycling, solid waste diversion and reduction, storm water management and assist with urban forestry program.</p> <p>Coordinates the implementation of the storm water management plan in compliance with the National Pollutant Discharge Elimination System (NPDES) Permit. Completes the annual storm water report to the Ohio EPA.</p> <p>Educate, communicate, and provide technical assistance to the public, elected officials, and staff regarding City sustainability efforts. Promotion of City efforts and public education thru web, print, media, radio, meetings or seminars, community events, etc to promote City programs and efforts on sustainability.</p> <p>Creates and distributes marketing materials covering a variety of topics and issues.</p> <p>Compile data and prepare correspondence, records, and reports to document the implementation of the refuse/recycling program, storm water management, and other sustainability efforts.</p> <p>Assist Department and Division Heads with sustainability efforts and in identifying ways department/divisions may be more sustainable. Calculate financial and/or economic benefits to ensure sustainability efforts are within approved budgets or provide cost saving measures.</p> <p>Identify and apply for potential funding sources for implementing sustainability projects.</p> <p>Assist department heads with costs estimates and annual budget requests for sustainability efforts.</p> <p>Performs other related duties as assigned.</p>
<b>PHYSICAL REQUIREMENTS</b>

Job requires incumbent to sit, talk/hear, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl and occasionally lift up to 25 pounds. Must be able to focus clearly at 20 inches or less.
--

REQUIRED SKILL SETS	
<p><b>Occupational/Technical Skills</b> Ability to organize, prioritize, and perform multiple tasks.</p> <p>Maintain effective working relationships with other employees and division heads; Work effectively as a team member. and must be able to work independently.</p> <p>Create and deliver presentations using written and oral communication skills.</p> <p>Ability to work under stressful or changing conditions with frequent interruptions.</p> <p>Must be able to develop/recommend and implement policies and procedures and educational programs; and must be able to train users and staff on equipment, field data collection, and software applications.</p> <p>Must have knowledge of Municipal government operations and organization.</p> <p>Must have a valid Ohio Driver's License and have the ability to drive.</p> <p><b>Administrative Skills</b> Ability to analyze and resolve situations and problems</p> <p>Ability to set goals, organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques Knowledge of modern office equipment</p> <p><b>Interpersonal Skills</b> Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p>	<p><b>Cognitive Skills</b> Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b>Communications Skills</b> Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in formal and informal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p><b>Leadership Skills</b> Ability to take charge and initiate actions</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p>

**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed in an office setting or outside, and is subject to pressure from deadlines. Irregular activity schedules are common as are night and/or weekend meetings or programs. The noise level is usually moderate to loud; works near moving mechanical parts, in precarious locations and in outdoor conditions/exposed to fumes or airborne particles and toxic or caustic chemicals.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Bachelor's Degree in a science, business, environmental, public administration or other related field and with 3 years related experience in sustainability.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.