Environmental and Sustainability Coordinator
FLSA: Exempt

Grade 28 $60,768.59 - $97,229.75

GENERAL DEFINITION

This position will be responsible for assisting in the implementation of the City of Oakland Park's Climate related ~~Action~~ p~~P~~lans, other environmental sustainability issues, and grant management. Work is performed with a high level of initiative and independence in undertaking and completing redevelopment project management assignments as directed by the Public Works Director or other assigned City Director or City Manager's Office staff.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and participates in the development and implementation of the ~~Climate Action Plan (CAP) goals, objectives, policies, and priorities for reducing the City's carbon footprint and its impact on the environment to reduce the effects of sea level rise and climate change~~ Citys strategic goals, objectives, and operational priorities to enhance environmental performance, improve resource efficiency, and address risks such as climate variability.
- Develops and maintains positive working relationships with City departments and staff, outside agencies, and city residents and business on environmental sustainability.
- Recommends new and existing strategies for sustainability initiatives and programs; recommends and administers sustainability policies and procedures.
- Collaborates and builds effective working relationships with other agencies including Broward County, South Florida Water Management District, the Southeast Florida Regional Climate Compact as examples.
- Participates in regional and local activities to promote the City's sustainability related activities.

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- Oversees, annually reviews, and periodically updates ~~to the Climate Action Plan and sustainability related topics~~ sustainability related plans.
- Promotes the City of Oakland Park as both business-friendly and sustainable community.
- Maintains the inventory of pertinent information and statistics on all aspects of the City sustainability activities; and maintains a database of City sustainability activities completed, active and planned.
- Serve as liaison for the City to other governmental agencies on sustainability.
- Assists in the development of the reports, including progress reports on existing projects.
- Assists with the development of the annual operating budget citywide on sustainability related activities.
- Develop and maintain a clear understanding of all department projects to identify sustainability opportunities.
- Oversee external communications and produce communications pieces in a variety of media. Enhance web presence, develop and disseminate PR announcements.
- Responsible for management and oversight of the City sustainability and climate variability ~~change~~ web activities and content, including gathering and researching the information that enhances the value of the site.
- Work with City Public Information Officer to develop and disseminate sustainability and climate variability ~~change~~ news and~~,~~ events. ~~, and achieve~~

KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal and written communication skills.

- Strong interpersonal skills; a professional manner with the ability to work well with diverse populations over the telephone, in written correspondence, and in-person; ability to communicate clearly, diplomatically, and effectively.
- Strong project management skills. Ability to problem-solve, take initiative, set priorities, handle multiple projects, and exercise good judgment in a fast-paced, dynamic, deadline-driven environment in an organized and professional manner.
- Demonstrated ability to work independently, with a high level of initiative, and as part of a team.
- Proficiency with personal computing environment, Microsoft Office Suite (Microsoft Word, Excel, Adobe Creative Suite, Outlook and PowerPoint), and the Internet

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree in Environmental Science, Public Administration, Project Management, or related field. Proficiency in Microsoft Office suite; SharePoint knowledge. Must be a capable

writer and communicator, fast learner, adept at managing multiple responsibilities at once, able to work collaboratively with business partners at multiple levels, have high attention to detail and time management skills to meet.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health and safety of themselves or others. Requirements are representative of minimum level of skills and ability.

I _____ have read and acknowledge receipt of the job classification.

_____ _____

Employee signature Date