



Position Recruitment Notification For Internal & External Candidates

Job Classification: Sustainability Coordinator

Department/Division Village Manager

Employment Status: Full-time

Annual Salary/Grade: \$70,000 - \$84,163/Grade 10

FLSA: Exempt

Union: Non-Union

Employment Commission: N/A

Deadline for Application: September 1, 2017

POSITION SUMMARY:

This is a single class position under direction of the Village Manager. The Sustainability Coordinator works in close collaboration with the Village Manager and Village staff and the community to translate and facilitate environmental sustainability into policy and practice. Duties include but are not limited to: develop and implement sustainability programming; research and recommend grant and funding opportunities for sustainability related projects; plan, recommend and execute strategies that logically achieve the Village's sustainability objectives; monitor progress of the same; align multiple Village stakeholders around strategies, concepts and outcomes; assess potential environmental impacts of Village projects; serving on various committees related to sustainability and acting as recycling coordinator.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: HR@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



Reports to: Village Manager
Pay Band: PM 10
Non Union: Exempt

Sustainability Coordinator

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

This single class position will provide program coordination in advancing the Oak Park's commitment to sustainability. The Sustainability Coordinator works in close collaboration with the Village Manager and Village staff and the community to translate and facilitate environmental sustainability into policy and practice. Duties include but are not limited to: develop and implement sustainability programming; research and recommend grant and funding opportunities for sustainability related projects; plan, recommend and execute strategies that logically achieve the Village's sustainability objectives; monitor progress of the same; align multiple Village stakeholders around strategies, concepts and outcomes; assess potential environmental impacts of Village projects; serving on various committees related to sustainability and acting as recycling coordinator.

DISTINGUISHING CHARACTERISTICS

This employee must be able to translate and facilitate environmental sustainability into policy and practice.

SUPERVISION RECEIVED AND EXERCISED

Receives strategic direction from the Village Manager.

EXAMPLES OF DUTIES—Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

Coordinate and administer environmental action plan(s) by researching environmentally sustainable practices and developing strategies to enhance current programs and implement new initiatives.

Develop and apply appropriate performance standards and metrics applicable to the environment, community health, safety, security, pollution prevention and abatement, and other policy areas as directed.

Develop and apply various operational controls and monitoring processes to programs in order to meet sustainability policy commitments and control significant aspects of programs that affect desired impacts and outcomes.

Analyze Village programs and practices to evaluate and assess their environmental sustainability status and impacts.

Maintain fiscal integrity through the proper documentation and management of any grants, revenues or program expenses.

Prepare narrative and statistical reports describing program results and challenges including cost/benefit analysis of programs and initiatives.

Maintain data for the purpose of identifying trends and/or developing programs to accomplish the goals of the Village's environmental program(s).



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Identify environmental attributes of Village activities and services, and identify those that could have significant impacts on the environment.

Draft policies for consideration concerning methods and practices to increase environmentally sustainable efforts throughout the community, and comply with Village, State and Federal requirements.

Facilitate establishing sustainability goals for Village programs that are consistent with policies, desired impacts and outcomes, consideration for the views of interested parties, and other factors.

Develop and coordinate training and public information efforts to ensure that residents and Village employees are knowledgeable, trained and capable of carrying out their respective environmental responsibilities.

Write and/or assist in securing grant proposals; administer grant projects including preparation and submission of grant reports as required.

Maintain confidentiality with regard to sensitive documents and information.

Make public presentations to a variety of councils, boards, commissions, and community groups.

Be proactive with regard to ensuring that parties affected by sustainable programs are engaged through disclosure of relevant project information, consultation, and informed participation.

QUALIFICATIONS

Knowledge of:

Principles and practices of governing environmental health and safety, including applicable federal, state and local laws, regulations and ordinances related to solid waste, recycling, hazardous waste management, storm water management, and air quality management.

Utility systems and current trends, successful programs, and “best practices” found in leading sustainable communities.

Various indices to measure and evaluate sustainability efforts such as International Council for Local Environmental Initiatives (ICLEI) and the Environmental Sustainability Index (ESI), a composite index tracking a diverse set of socioeconomic, environmental, and institutional indicators that characterize and influence environmental sustainability and related programs in the Village

Appropriate statistical, mathematical and financial tools to analyze data, determine the feasibility of sustainable programs, and prepare detailed narrative and/or statistical reports.

Ability to:

Advocate environmental stewardship as a part of a large, sophisticated organization in an urbanized environment and doing so diplomatically, effectively managing stressful situations, and projecting a demeanor of calm advocacy.



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Establish and maintain effective work relationships with those contacted in the course of work including Village and other government officials, the business community, neighborhood community groups, and the general public.

Effectively interact and communicate with the general public and Village employees.

Interpret and explain Village energy and environmental policies and procedures, as well as convey sustainability policy objectives and methods for their attainment to a variety of audiences through training, public education and the use of other media.

Be adept at coordinating and successfully implementing multiple tasks and projects while being results and detail-oriented.

Comprehend broad energy and environmentally sustainable policy objectives and transform them into action plans and programs.

Be an effective communicator, both in person and in writing.

Apply a variety of sustainability indices, draw conclusions, and prepare reports and other information to be distributed to a variety of audiences.

Attend evening and weekend meetings as needed.

Maintain accurate work records and data concerning environmentally sustainable issues.

Work independently in the absence of supervision and in coordination with other sustainability team members.

Understand and follow oral and written instructions.

Make effective use of computer equipment including word processing, spreadsheet, e-mail and scheduling software applications, as well as effectively use internet and web resources.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment.

Maintain mental capacity which allows for effective interaction and communication with others.

Experience and Training Guidelines

Experience: At least (2) years of professional-level experience in sustainability program administration that involved direct contract with the public and/or employees of an organization to develop and implement environmentally sustainable practices and/or programs is highly preferred. AND



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Training: Possession of a Bachelor's degree from an accredited college or university with major coursework in Environmental Science, Physical Science, Public Administration, Business Administration, Economics, or a closely related field. A Master's degree in the listed areas is desirable. AND

Licenses and Certificates: Possession of a valid driver license.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time, occasional out of office field work including driving to and walking around various sites.