

MAJOR FUNCTION

This is responsible professional, administrative and supervisory work directing the activities of the Environmental and Energy Policy Division. An employee in this class is responsible for planning, directing, coordinating, developing and evaluating policies and programs that encourage sustainable practices that minimize energy consumption, foster use of renewable resources, and preserve environmental resources. Work involves responsibility for supervision of subordinate professional, technical and administrative staff. Work is widely varied and involves complex analyses. Duties involve the exercise of considerable independent judgment. Work is reviewed by the department director through conferences, reports and results obtained.

ESSENTIAL AND OTHE IMPORTANT JOB DUTIES**Essential Duties**

Reviews existing environmental and energy operating policies and ordinances and makes recommendations for revisions to existing policies and ordinances, or formulates new ones in response to changing City goals, the external work environment, or community values. Plans, assigns, trains, and directs the work of employees engaged in developing a strategic green plan for the City. This includes a systematic examination of the City organization and the work environment, development of goals and objectives, cost benefit analysis for various options, and meetings with stakeholders to identify concerns and foster cooperation and consistency of actions taken by public and private sectors. Plans evaluation designs to measure the effectiveness and efficiency of demand-side management, waste reduction, and other programs, and supervises the implementation of the design. Develops and administers the operating and capital budgets for the department. Supervises the collection of qualitative and quantitative metrics and the maintenance of various electronic databases for information storage and retrieval. Based on program analyses, provides program and funding recommendations to the City Manager and City Commission regarding the continuation, modification, or elimination of environmental and energy programs. Establishes relationships and works directly with department directors on issues regarding environmental and energy resources. Analyses of federal and state legislation, rules, and programs to determine the applicability to City operations. Reviews agendas for environmental and energy impacts. Directs public outreach programs, including development of print and video materials and establishment of community partnerships with businesses, neighborhood associations, schools, civic groups, etc. Represents the City at professional conferences; develops and presents papers and other presentations at such conferences. Recommends the selection, promotion, discipline, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Develops and administers the operation and capital budgets for the division. Performs related work as required.

Other Important Duties

Completes special projects as requested.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of operations of City departments. Thorough knowledge of planning principles and practices for development of strategic and operating plans. Ability to direct complex studies and prepare or direct the preparation of technical reports and other documentation related to such studies. Thorough knowledge for development and implementation of statistical applications to evaluate the efficiency and effectiveness of the City's demand-side management programs. Considerable knowledge in computer applications for design and maintenance of databases. Ability to read and interpret federal and state legislation, rules, and regulations and explain their applicability and/or impact on City programs. Ability to research and analyze best practices and benchmarks from other

state and local governmental entities, professional and trade associations, and private businesses. Thorough knowledge of City operating and capital budget processes and proficiency in use of financial software. Knowledge of federal and state grant processes including application, implementation, and reporting. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to plan and supervise the work of subordinates.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, finance, economics, urban planning, environmental science, or a related field and four years of professional administrative experience that includes governmental planning, budgeting, and finance. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

Established: 09-27-08