

	THE CITY OF KEY WEST Job Description	Contract Position	
		DATE OF REVISION	8/11/11
POSITION	Sustainability Coordinator	MIN. ANNUAL SALARY	\$35,000
DEPARTMENT	General Services		
JOB CODE		GRADE	C01

PHYSICAL LOCATION:

- 3140 Flagler Ave, Key West, Florida

REPORTING RESPONSIBILITIES:

- Reports to the Senior Project Manager of the General Services Department or designee.

GENERAL FUNCTIONS:

Lead efforts to implement the goals of the Climate Action Plan (CAP) for the City.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak, and understand English in order to communicate with the public and co-workers both orally and in written form.
- Able to see and hear well enough to perform the duties described in this job description.
- Able to work forty (40) hour work week
- Able to travel to seminars and conferences.
- Able to drive a motor vehicle around Key West and environs, day and night in all weather conditions.
- Computer literate and keyboard/mouse proficient.

EQUIPMENT TO BE USED:

- Personal computer and software, tape recorder, camera, cellular, telephone, typewriter, fax, copy machines, etc.

ENVIRONMENT:

- Air-conditioned office.

PHYSICAL REQUIREMENT:

- Sitting 50%
- Standing 10%
- Bending/Reaching 10%
- Climbing Stairs 10%
- Walking 20%

DUTIES/TASKS/JOBS:

- Provide vision and leadership in the execution of the Climate Action Plan (CAP) for the City Advocate and model sustainability concepts within the organization. Serve as a catalyst to produce a culture change within the City that integrates sustainability and environmental values into how the City conducts business
- Act as a team leader working with the City staff to develop sustainability initiatives and assess their cost effectiveness, technical feasibility and implementation methods.
- Identify and address barriers to the success of the sustainability plans
- Represent the City within the community, increase awareness of sustainability initiatives through participation in civic, neighborhood or professional group activities
- Develop a multi-faceted communication strategy within the organization and the community to promote the City's efforts
- Develop criteria, policies and procedures for sustainable programs.
- Establish annual performance targets and report on the City's progress in meeting these goals.
- Apply for an manage grants to support the implementation of sustainability programs
- Analyze and report on the effectiveness of sustainability projects
- Provide research, support and advice to Mayor, Staff and Commission
- Revise and update the CAP to keep it a working document.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Bachelor's degree in public administration, urban planning, environmental sciences or other related field and five years of progressively responsible experience, or equivalent combination of education and experience.
- Must be able to deal courteously and effectively with the public.
- Must have outstanding skills in oral and written communication
- Must have strong interpersonal and communications skills.
- Ability to work independently, with minimal direction.
- Ability to establish and meet short-term and long-term goals and priorities, in consultation with key city officials.
- Ability to speak before an audience in clear, competent manner.
- Ability to answer questions from the media and public with composed, knowledgeable, and tactful deportment.
- Ability to produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Must be able to demonstrate experience in conducting and evaluating public surveys/opinion research.
- Possession of or ability to obtain and maintain a valid Florida driver's license.

ACKNOWLEDGMENT

By my signature below, I hereby acknowledge, understand and affirm that, either as part of the pre-employment screening or, post-hire probationary period, a detailed in-person, on-site background investigation will be conducted.

Further, I hereby acknowledge, understand and affirm that, should the above noted background investigation disclose unsatisfactory information, the possibility exists that I may be terminated from further pre-employment consideration or post-hire probationary employment.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Ave.
Key West, FL 33040
Telephone: (305) 809-3714**