

## DEPUTY DIRECTOR - ENVIRONMENTAL AND SUSTAINABILITY

### JOB DESCRIPTION

**Classification Responsibilities:** The Deputy Director - Environmental and Sustainability manages and directs the City's Environmental and Sustainability unit. The position is responsible for providing advice to all levels of City management on environmental and sustainability policies, compliance status, issues, and concerns related to air quality, stormwater, hazardous materials, water and energy conservation, renewable energy, public outreach/education, and green buildings. The position works with federal, state, and county health and environmental agencies to help establish and clarify environmental and sustainability policies and standards. This position works with public agencies and private companies to develop new environmental and sustainability programs through partnerships (example: grants, alternative financing and contractual agreements). The position provides high-level managerial support on environmental and sustainability issues which includes: long-range planning, financial analysis, developing comprehensive environmental and sustainability programs affecting many different City departments, and representing the City to regulatory agencies and the public. The position is responsible for performing related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Deputy Director - Environmental and Sustainability work assignments are broad in scope and are performed with considerable independence. An employee in this class reports directly to the Environmental Management & Sustainability Department Director through meetings and conferences; supervises professionals, technicians, and paraprofessionals; and is responsible for advanced professional direction regarding environmental and sustainability issues. The class is also responsible for ensuring that environmental and sustainability programs are coordinated with various departments within the City. This class is exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Environmental Science, Environmental Engineering, Environmental Planning, Sustainability, Water Resources, Business or Public Administration, or a related field and extensive (5+ years) of progressively responsible experience in the management and administration of environmental and/or sustainability programs, including at least one year in a supervisory capacity.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree is preferred. Experience dealing with the public and previous municipal experience is highly desirable. Complex project management experience is also desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, the media, regulatory agencies, and public officials in order to provide guidance and information on environmental and sustainability concerns. Prepares written documents, council reports, studies, proposals, budget documents, letters, memos, etc., to convey and analyze information to management, City Council, subordinate staff, and the general public. Provides written and verbal direction to Environmental and Sustainability unit staff. Produces written documents such as policies, procedures, and methods for developing or improving Citywide environmental and sustainability programs. Coordinates environmental and sustainability policies and technical activities with legal staff to develop and implement strategies to obtain City objectives. Reviews proposed laws/rules and develops programs in conjunction with the City's Governmental Relations and City Attorney's Offices to represent the City and the public's interest in the legislative and rule making process.

**Manual/Physical:** Operates a variety of standard office equipment including a personal computer (PC). Attends meetings and conferences to keep abreast of current and developing environmental and sustainable issues. Operates a motor vehicle requiring a standard Arizona Driver's License to attend local meetings and to inspect and monitor work-related conditions in the field to determine compliance with prescribed operating and safety regulations. Detects hazardous materials spills.

**Mental:** Plans and directs the activities of the Environmental and Sustainability unit. Supervises and evaluates the work of subordinate personnel for the assigned functions. Prioritizes and assigns work to personnel and prioritizes own work. Coordinates program functions with other City departments. Develops unit policies and procedures and short- and long-term goals and objectives. Conducts research and analyzes data related to specific environmental and sustainability issues or projects. Resolves procedural, operational, and other work-related problems with staff, consultants, other entities and City management. Maintains an understanding of developing environmental and sustainability issues through seminars, conferences, and coordination with outside agencies. Prepares and administers the division budget.

### **Knowledge and Abilities:**

Knowledge of:

federal, state, and local environmental rules, regulations, and standards;  
principles and practices of environmental science, research techniques, field monitoring protocols, methods, and equipment;  
hazardous materials management, principles of toxicology and risk assessment, air pollution, etc.;  
sustainable development practices and standards; and  
public administrative and technical methods and techniques necessary to generate data for decision-making.

Ability to:

perform a broad range of supervisory responsibilities over others;  
keep management informed of environmental and sustainability issues;

negotiate and administer contracts with professional consultants and contractors;  
understand complex technical environmental data and its relationship to public health, environmental compliance, and public policy;  
understand complex sustainable data and its relationship to green house gas emissions and energy and water conservation;  
communicate complex policy and technical material to management, public officials, the general public, and the media;  
coordinate a wide variety of policies and programs with various City departments;  
identify public policy issues, compliance requirements, and develop programs to effectively respond to environmental and sustainability concerns;  
negotiate City and public interests with federal and state agencies and other entities;  
work cooperatively with others both within the City and other affected parties;  
design, plan, assign, and supervise the work of professional, technical, and clerical employees;  
provide leadership in implementing City and unit policies and programs; and  
establish and maintain effective working relationships with all levels of management, staff, other local governments, state and federal environmental agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 60-200

PAY GRADE: 59

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