



CLASS SPECIFICATION

CLASS TITLE: CLIMATE ACTION MANAGER

DEFINITION:

Under general direction plans, develops, and manages a wide range of sustainability policies, programs, and projects related to energy, water, natural resource conservation, climate action planning and healthy community initiatives; coordinates climate action activities with other departments, divisions, and work groups; serves as a liaison with civic groups, business organizations, other agencies, and the public when it relates to climate action policies and programs.

DISTINGUISHING CHARACTERISTICS:

The Climate Action Manager classification is a single position classification. The incumbent is expected to work through and solve complex problems and coordinate large projects. The incumbent has extensive contact with public officials and interacts with all levels of city employees, managers, elected officials, community groups, and/or other governmental agencies and the public.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from City Manager or designee.

May exercise direct supervision over professional, technical, contract and support staff. May provide indirect guidance to City staff of various levels dependent upon project area.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, develops, implements, manages and monitors the City's Climate Action Plan and other related policies and projects in alignment with City Council initiatives.
- Serves as a liaison with community organizations, City Departments, neighborhoods, and public agencies; conducts community engagement initiatives, encourages partnerships, and supports outcomes in areas of equity, public health, neighborhood integrity/housing, sustainable mobility, natural resources conservation, renewable energy and related areas.
- Provides information and assistance to the public regarding related programs and services, drafts public statements, responds to complaints and questions on behalf of the City.
- Represents the City's interests as the subject matter expert in sustainability, climate action, or other related issues at meetings with public agencies, business and civic groups, and other organizations in discussion of related problems and proposals.
- Performs research and analysis to develop and enhance climate action and sustainability programs, services, initiatives and processes.
- Prepares a variety of reports, memos, procedures, agreements and other written materials in compliance with City specifications and service quality.
- Prepares grant strategies, proposals and reports to support climate action work. Supports development of program budgets.
- Establishes performance measures, tracking systems and reporting processes to ensure City's progress towards established outcomes.

- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of

- Principles of sustainability, community environmental strategies, climate protection, and environmental issues and program development, implementation, and evaluation;
- Principles, practices and methods of program administration and public administration;
- State, federal and local laws and ordinances relating to the area of assignment;
- Research and financial analysis techniques;
- Negotiating techniques;
- Basic public asset management methods stewardship and terminology;
- Principles and practices of effective supervision and performance management. Principles of supervision, training and performance evaluation.

Ability to:

- Develop, implement, and administer a variety of climate action related programs;
- Read, interpret, and explain complex laws, rules, and regulations;
- Communicate effectively orally in one-on-one and public speaking situations;
- Establish and maintain effective work relationships with City staff, officials, contractors and the general public to build consensus with diverse groups of stakeholders;
- Produce written documents using proper grammar, punctuation and spelling;
- Analyze complex data sets, financial documents, policies, laws and regulations to make sound recommendations;
- Gather and analyze a variety of complex data;
- Prepare and monitor contracts and budgets;
- Proficiency with computer programs, including Microsoft Office suite of applications and data utilization to inform and set priorities and identify challenges/opportunities;
- Meet appropriate physical demands necessary for adequate job performance.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of the equivalent of a Bachelor's degree from an accredited college or university with major coursework in natural resource management, environmental sustainability, urban planning, or a related field.

Four (4) years of progressively responsible experience performing program management in a climate action related field. Programmatic experience may substitute education on a year-for-year basis.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required. Evening and occasional weekend meetings may be required.

Employment Type: Full-Time Non-Classified
 Bargaining Unit: AMPX
 FLSA Status: Exempt
 Established: TBD