

## Employment Opportunity - Equal Opportunity/Affirmative Action Employer

The city believes a diverse work force adds quality and perspective to services we provide to the public.



**On-Line:** [www.bouldercolorado.gov](http://www.bouldercolorado.gov)

**Phone Number:** (303) 441-3070

**Fax Number:** (303) 441-3049

**Street Address:**

**Mailing Address:** P.O. Box 791, Boulder, CO 80306

1101 Arapahoe, 1<sup>st</sup> Floor, Boulder, CO 80302

**An application is required for all City of Boulder jobs.**

**Applications must be received by noon at 1101 Arapahoe on the closing date. No exceptions.**

Requisition ID:	<b>2551</b>
Position Code:	<b>2915</b>
Position End Date:	<b>December 31, 2011</b>
Job Title:	<b>Business Sustainability Specialist II</b>
Department:	<b>Community Planning &amp; Sustainability</b>
Hiring Range:	<b>\$52,350 - \$62,820 Annually (DOO)</b>
Salary Range:	<b>\$52,350 - \$83,750 Annually</b>
Grade:	<b>MGMT-E</b>
Work Schedule:	<b>Full time. Generally, Monday – Friday 8:00 a.m. – 5:00 p.m.</b>
Application Deadline:	<b>Thursday, January 7, 2010</b>

### **OVERALL JOB OBJECTIVE:**

Under limited supervision, responsible for the planning, coordination and implementation of programs to achieve the city's Climate Action Plan (CAP) and Zero Waste goals. Develop innovative programs to inspire businesses in the community to participate in energy conservation and waste reduction programs.

Responsibilities combine technical analysis with broader planning tasks to develop a program scope from needs assessment to implementation, including development of metrics, inventories and compliance strategies.

Additional responsibilities include contract management, federal and state grant management; the preparation and presentation of relevant materials to advisory boards and City Council; and coordination with external agencies, private property owners, business and non-profit organizations and to initiate and manage community engagement and social mobilization for waste reduction and climate change solutions.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Program Implementation**

Works as a member of the LEAD business services team. Implements business energy efficiency, renewable energy and waste reduction programs delivered directly to City of Boulder businesses. This includes, but is not limited, to the following:

- Implements the city's CAP and Master Plan for Waste Reduction (MPWR), including policy and program evaluation and revision when necessary, leading the development and implementation of all components of the plan.
- Develops and encourages community business leaders to implement energy and waste reduction programs.
- Monitors the effectiveness of energy efficiency and waste reduction programs, including working with consultants and city staff to develop and maintain a geographic information system-based greenhouse gas inventory and waste reduction data tracking system, and to analyze social, economic and demographic data.
- Monitors state and federal legislation regarding energy and waste reduction issues. Modifies project plans to accommodate changes in legislation.
- Prepares and presents items before advisory boards and City Council as necessary.
- Develops and administers program budgets.
- Develops scopes of work for contractors, manages request for proposals processes maintaining equity and objectivity in contract awards and manages contractors.
- Provides technical advice and assistance to property owners and occupants.

- Coordinates the work of seasonal employees, volunteers and contractors.

## **2. Community Engagement and Collaboration**

Provides leadership and expertise to the community and support to city departments on highly visible energy and waste reduction issues. This includes, but is not limited, to the following:

- Develops partnerships and coordination with private property owners, for-profit businesses and non-profit agencies.
- Identifies existing business networks and meets with leaders to determine trigger points to incite energy and waste reduction actions.
- Works with other city departments, governmental bodies and community stakeholders to identify barriers to action. Convenes and facilitates meetings to strategize programmatic solutions to address these barriers.
- Provides communication and coordination among city departments.
- Serves as a city representative to industry groups, the chamber of commerce, Boulder convention and visitors' bureau and task forces and interagency working groups.
- Builds effective alliances with other local, state and federal agencies.

## **3. Community Outreach**

Directly oversees the activities and operations of the city's business outreach efforts. This includes, but is not limited, to the following:

- Develops, implements, and coordinates education and communications plans
- Manages marketing and branding efforts to support business programs.
- Identifies high-leverage business events and manages the city's presence at these events.

## **4. Other**

- Works collaboratively and effectively with internal and external customers.
- Attend division, department, team and city meetings.
- Participate in professional development trainings as outlined in annual performance review.
- Performs related duties as required to meet the needs of the city and those it serves.
- Stays knowledgeable and up to date of trends in the field: remains aware of and is sensitive to community issues impacting the planning process.
- Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
- Responsible for knowing and complying with all city and department policies and procedures; and adhering to attendance and workplace attire policies.

Generally, duties and responsibilities are listed from most to least critical or time consuming.

The City of Boulder is committed to hiring employees who provide excellent customer service. Our employees act with a high level of integrity, and take responsibility for their words and actions.

City of Boulder employees strive to respect and appreciate each individual's differences, and to work effectively with all people and their diverse backgrounds. We support candid and honest interactions, which respect other points of view, and are sensitive to communication differences. We achieve organizational goals through inclusive problem solving, planning, and decision-making. Community partnerships are included in this effort.

### **REQUIRED MINIMUM QUALIFICATIONS:**

Bachelor's degree in Environmental Science, Environmental Policy, Environmental Planning, Environmental Management or a related field, plus a minimum of four years of progressively responsible experience including development and implementation of waste reduction or energy efficiency and renewable energy programs or an equivalent combination of education and experience. Knowledge and experience in environmental management, climate change, energy efficiency, renewable energy, waste reduction and environmental sustainability principles. Demonstrated ability to implement programs to effectively meet objectives and manage complex projects. Demonstrated experience in policy development and report writing. Ability to analyze and synthesize complex information, develop and present recommendations and to prepare concise

written reports, correspondence and recommendations. Experience managing public processes and ability to engage members of the public with diverse points of view. Excellent interpersonal skills, including conflict resolution and the ability to maintain effective working relationships with the public, advisory boards, consultants and employees at all levels of the organization. Effective public presentation, facilitation and mediation skills. Ability and willingness to attend evening and weekend meetings and events. Experience with Microsoft Word, Excel and PowerPoint. Valid Colorado driver's license. Have and maintain acceptable background information, including criminal conviction history, motor vehicle record and credit history.

**DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:**

Master of Science degree in Environmental Science, Environmental Policy, Environmental Management or a related field. Experience or education in marketing. Prior work experience with local government. Strong negotiation and consensus-building skills. Prior supervisory experience or experience in managing contractors. Experience working with geographic information systems (GIS). Prior work experience or with regulatory compliance. Prior work experience managing budgets.

**WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:**

Physical and Mental Effort: Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively on the telephone and in person. Sufficient vision or other powers of observation that permits the employee to review, evaluate and prepare a variety of written documents and materials.

Sufficient manual dexterity that permits the employee to operate computer equipment and other office equipment. Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting. Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Work Environment: Works primarily in a clean, comfortable environment. Works in a setting subject to continuous interruptions and background noises.

Machines and equipment used include, but are not limited to the following: City vehicle. Frequently uses standard office equipment including personal computers, telephones, calculators and copy/fax machines.

**ACCOMMODATIONS:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Note: The above description is illustrative only. It is not meant to be all-inclusive.