

SENIOR SUSTAINABILITY SPECIALIST

DEFINITION

The Senior Sustainability Analyst is responsible the oversight and management of the City's sustainability program, including developing, planning and implementing activities to assist municipal operations and the community-at-large in reducing greenhouse gas emissions and water use; and to communicate sustainability principles and programs to a wide variety of City Staff, community leaders, business executives and residents.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Assistant City Manager and City Manager. Responsibilities may include direct or indirect supervision of support, technical, or professional staff.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Monitor and report progress toward the City's Climate Mitigation and Adaptation Plan (CMAP) target achievement on an annual basis.
- Represent the City at climate and sustainability agencies and community groups to continue collaborative partnerships that support implementation of the CMAP.
- Secure necessary funding to implement the CMAP through budget requests, partnerships, and grant opportunities;
- Make presentations to Council, other City departments, and applicable outside organizations.
- Update the community-wide and City operations GHG emissions inventories to evaluate the effectiveness and applicability of the CMAP;
- Maintain and assess the CMAP every five years to allow for greater resilience;
- Update the CMAP every 10 years per the City's General Plan;
- Research and implement incentive programs to achieve CMAP goals;
- Establish and coordinate a regular City Staff Climate Working Group.
- Align climate change mitigation and adaptation strategies with the City's other plans and policies, including General Plan element updates, Local Hazard Mitigation Plan, Emergency Operations Plan, and plans for capital improvements.
- Create communications targeting the broader San Carlos community to promote sustainability and climate programs including educational opportunities, technical assistance, and financial incentives through the City website, social media, e-notify, newsletters, billboards, and other communication channels as available;
- Keep City current on Federal, State, and local legislation affecting sustainability programs

and projects, and analyze implications of new regulations and requirements.

- Support the planning and execution of sustainability-related events including an annual Earth Day Celebration and Bike to Work Day.
- Support the energy efficiency, electrification, and energy resilience of City buildings and facilities and in the broader community;
- Oversee local amendments to the California Building Code during regular code updates to advance climate goals.
- Pursue opportunities to strategically install electric vehicle charging infrastructure on City properties.
- Support transitioning the City fleet to zero-emissions vehicles or low-carbon fuels.
- Promote zero-waste initiatives in City operations and public events by establishing a citywide zero-waste policy.
- Implement and update the City's Environmental Purchasing Policy.
- Partner with the County Office of Sustainability to conduct outreach and enforcement of the Disposables Food Service Ware Ordinance.
- Support in expanding commercial and multi-family residential recycling and composting programs required by SB 1383.
- Oversee PSPS preparedness plans to ensure the community is prepared for possible power outage.
- Collaborate on sea level rise adaptation efforts with the San Mateo County Flood and Sea Level Rise Resiliency District, ABAG, BCDC, BayAdapt, and other regional entities;
- Support wildfire strategic planning and preparedness including promoting vegetation management, firewise landscaping, conducting Wildfire Preparedness Meetings, and evacuation drills.
- Support emergency services management including development of an Emergency Operations Plan.
- Support implementation and reporting of the Local Hazard Mitigation Plan.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Building energy efficiency and green building design;
- Building decarbonization;
- Transportation electrification strategies;
- Energy resilience;
- Sustainable development and Vehicle Miles Traveled reduction policies;
- Water and waste conservation strategies;
- Climate adaptation and resilience;
- Emergency planning and management;
- State and regional climate policy.

Ability and Skills to:

- Lead and manage the implementation of strategic plans by working across departments;
- Plan, assign, direct, and review the work of others;
- Effectively manage time sensitive projects;

- Frame and communicate complex concepts for different audiences, orally and in writing;
- Prepare comprehensive reports, letters, and other written materials;
- Represent the City at regional working groups in a professional manner;
- Maintain strong attention to detail for developing reports and other communications;
- Analyze greenhouse gas emissions inventory data and emissions forecasts;
- Monitor and interpret laws and regulations.

EDUCATION AND EXPERIENCE

Sufficient education and experience to successfully perform the essential duties of this classification. A typical way of gaining the knowledge, skills and abilities would be:

Experience: five (5) years professional experience in project management in the field of sustainability, climate mitigation, and adaptation.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in sustainability, environmental policy, climate change, planning, environmental engineering, or related field. Master's Degree preferred.

Licenses and Certificates

Possession of a valid California Driver's license.

SPECIAL REQUIREMENTS

Position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer, and hearing and speech to communicate in person and over the telephone. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Ability to travel to various locations within and outside the City of San Carlos to meet program needs and fulfill the job responsibilities. Ability to assist with the set-up of event sites. Must be able to conduct City business during day and evening hours, including occasional weekend and irregular hours.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

WORK ENVIRONMENT

Incumbent generally works in an office setting. The noise level in the work environment is usually quiet, but can be moderately noisy. The work environment requires working in a public setting and interacting with members of the public. The incumbent may potentially be asked to work remotely, part or full time, depending on the needs of the organization.