



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE:	Sustainability Manager
JOB CODE:	109
CLASSIFICATION:	Exempt
DEPARTMENT/DIVISION:	County Manager
SUPERVISOR:	County Manager or Designee

Position Summary:

Under general supervision of the County Manager or Designee, researches, plans, organizes, and directs identified sustainability programs, projects and education related to County and community greenhouse gas reduction and natural resource protection sustainability efforts. Engages with and provides leadership support to managers, employees, customers, and shareholders to address the organization's approach to environmental responsibility with the goal to minimize the county's operational and community's environmental impact. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities:

- Oversees the overall execution, mission, and efficacy of the sustainability program.
- Collaborates with appropriate departmental managers to facilitate operational evaluations that are timely and constructive.
- Assesses and analyzes County policies and processes to identify areas in and processes to which improvements can be made in accordance with the organization's commitment to sustainability.
- Brainstorms and identifies creative ways in which the company can balance business obligations with the goal of respecting, supporting, and improving the local and global environments.
- Proposes and implements strategies to address various environmental concerns including energy use, conservation, reduction of pollution, recycling, waste reduction, energy efficient building and facility design, clean transportation, and general education on sustainability and environmental justice.
- Works in close partnership and collaboratively with the other departments on greenhouse gas reduction and natural resource protection sustainability efforts.
- Oversees the implementation of assigned County sustainability programs.
- Drafts and implements sustainable organizational policies that address environmental concerns.
- Evaluates efficacy of sustainability programs; recommends and implements improvements as necessary.
- Conducts research to identify environmental and sustainability concerns, interests, and issues.
- Considers sustainability proposals with attention to factors such as cost effectiveness, feasibility, and ease of integration with other programs.

- Drafts and prepares reports, presentations, and proposals; presents proposals and recommendations to the County Manager's Office, County Council and their Boards and Commissions, other County departments and other key community stakeholders.
- Develops and maintains appropriate documentation and records including budgets and other financials.
- Prepares documentation required for project funding for various environmental initiatives including strategic partnerships and grant applications.
- Maintains current working knowledge of, and ensures compliance with, all applicable local, state, federal, and internal environmental laws, and regulations.
- Identifies and facilitates organization and community education and training as needed.
- May supervise staff, which includes work allocation and prioritization, training, and problem resolution; evaluations performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- May serve as the liaison to a County Board.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Performs other related duties as required.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university; or equivalent combination of education and work-related experience.
- Six years' experience in managing and implementing sustainability programs and policies.

Preferred Qualifications:

- Bachelor's or Master's degree in Environmental Science or related field.
- Seven or more years' experience in managing and implementing sustainability programs and policies.
- Supervisory experience.
- Project management or related program management certifications and experience.
- Grant writing experience.
- A valid New Mexico driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of environmental sustainability and natural resources protection practices, and applicable laws and regulations.
- Skill in verbal and written communication.
- Skill in creative and analytical problem-solving.
- Skill in organization and attention to detail.
- Skill in presenting and delivering proposals to varying groups of individuals.
- Ability to analyze and understand research and to identify relevant and valuable information.
- Ability to be proficient with Microsoft Office Suite or related software.
- Ability to create, interpret, and execute a budget.

Physical Demands:

While performing the duties of this job, the employee routinely *sits, stands, walks, talks, and hears*. The employee regularly uses *manual dexterity and visual acuity to complete tasks*. The employee may *occasionally lift and/or move up to 25 pounds*.

Work Environment:

Work is performed in a professional office environment with moderate noise level, occasionally working under stressful conditions and for extended periods of time. This position routinely uses standard office equipment such as computers, phones, and photocopiers. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Created: 6/24/2022

Reviewed:

Revised: