



JOB DESCRIPTION

TITLE: Climate and Sustainability Manager	JD: 164
DEPARTMENT: Executive	EFFECTIVE DATE: 4/19/21; rev 3/14/22; rev 4/14/23; rev 4/19/24
REPORTS TO: Deputy City Manager	FLSA STATUS: Exempt
SUPERVISES: Sustainable Transportation Coordinator	UNION STATUS: Unrepresented

JOB PURPOSE/SUMMARY

The Climate and Sustainability Manager leads the development and implementation of climate change and environmental sustainability programs for the City of Bainbridge Island. The Climate and Sustainability Manager develops and maintains strategic partnerships to meet the overall goals of the Bainbridge Island Climate Action Plan (CAP) – and the supporting Sustainable Transportation Plan (STP) – and advance sustainability initiatives in the city. This position establishes internal and external coalitions to further key climate and sustainability goals, including efforts focused on fleet electrification, energy efficiency, renewable energy, solid waste management, green building, reducing vehicle miles traveled, preparing for climate change, and equitable community climate action.

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community’s needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

ESSENTIAL FUNCTIONS

- Leads the City’s work to reduce greenhouse gas emissions, prepare for climate change, and advance the development and implementation of environmental sustainability programs for both City operations and the community.
- Works closely with the City Manager, Deputy City Manager and department directors as a member of the City’s leadership team to incorporate climate change considerations and analyses in all aspects of City government.
- Provides direction, leadership, and technical assistance to City departments, City Council, advisory groups, and the public on climate change and sustainability issues.
- Coordinates, supports, and leads implementation and future updates to the CAP; collaborates with City staff to develop plans and budget requests to implement the CAP and evaluates and determines organizational needs and functional changes to improve implementation of the CAP.
- Oversees staff efforts to develop and implement plans for accomplishing the goals of the CAP and Sustainable Transportation Plan; ensures city staff are informed and empowered to make thoughtful and strategic decisions that support the City’s sustainability and climate goals.
- Helps develop tools and budget guidance to integrate sustainability and climate goals in City operations, including development of City budgets, major planning efforts, and capital improvement project lists.
- Acts as staff point of contact to the Climate Change Advisory Committee and Kitsap County Solid Waste Advisory Committee; participates as a member of the employee Green Team; may serve as the City’s representative to other governmental agencies and committees and/or engage with other City advisory groups.
- Understands and keeps others aware of local, state, and federal climate change related policies,

regulations, and requirements; attends public meetings and presents information on climate- and sustainability-related matters.

- Works with communications staff to enhance visibility to City climate and sustainability efforts; develops educational and outreach materials and programs to promote implementation of the CAP and STP.
- Develops and provides easily and equitably accessible educational materials about climate change; takes meaningful actions aimed at informing and informed by community members from all income levels, races and ethnicities, political persuasions, genders, age groups, and neighborhoods.
- Assists with code compliance applicable to climate change related ordinances and requirements.
- Partners cooperatively with other jurisdictions to address regional challenges and identify solutions that would benefit from economies of scale or the sharing of lessons learned.
- Coordinates project planning with local, state and federal agencies as appropriate.
- Oversees the development of grant applications to support the CAP and STP implementation and related programs.
- Supervises assigned staff in the planning and implementation of programs; selects, trains, motivates, coaches, and evaluates staff; establishes and monitors employee performance objectives; provides or coordinates staff training.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
- Facilitates problem solving; encourages a high degree of communication and feedback between employee(s) and supervisor; leads by example by maintaining professional standards of behavior and performance.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- A range of climate-related topics such as energy, green building, transportation, waste reduction and diversion, carbon sequestration, climate change impacts and preparedness, and equitable climate action.
- Management practices in a union environment.
- Principles of grant funding applications and administration, including the ability to envision, develop, write, and administer grant applications in support of the CAP and other City plans and programs.
- Methods and techniques for equitable community involvement and outreach.
- City organization, operations, policies and procedures.

ABILITY TO:

- Manage multiple complex tasks or projects, balance competing demands, set priorities, and meet deadlines.
- Effectively plan and implement projects from start to finish and plan, organize, evaluate and analyze problems, implement plans and programs, and resolve issues.
- Build partnerships and accountability for program development and implementation.
- Research, collect, analyze, organize, synthesize and present a variety of research data accurately and clearly in written, graphic and/or oral form including computer-generated products.
- Frame policy issues and funding options for City Council and other leaders.
- Conduct effective community outreach, including working with diverse and marginalized community members, planning and conducting public outreach and public presentations.
- Handle challenging situations with tact and sensitivity.
- Deal with ambiguity and effectively cope with change.
- Supervise, lead, coach and use best practices for staff performance management.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software such as GIS and database management.
- Communicate effectively both orally and in writing; communicate complex and technical information clearly and concisely to technical and non-technical audiences.

QUALIFICATIONS

A bachelor's degree in environmental science, sustainability, planning, or a closely related field, and six years of progressively responsible experience in an area related to sustainability/climate action program management; OR any combination of experience, education and training that would provide the level of knowledge and ability required. A master's degree is desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Successful completion of a pre-employment background check is required.

WORKING CONDITIONS

The regular work schedule is generally Monday through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Position infrequently requires outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions. Attendance at meetings before or after regular work hours is required.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.