



CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

Sustainability and Innovations Coordinator

Job Code: 401950	
Service Area: City Administrator	
Service Unit: Sustainability & Innovation	
Salary Grade (Non-Union): 5	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Sustainability and Innovations Manager	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: No	
Telecommuting Eligible: Yes	
Responsible for supervising the following positions: Temporary employees and interns as needed	
Description Prepared By M. Stults 6/13/2023 HR Review – CL, EAJ – 6/30/2023, 7/7/2023 Legal Review of Physical Requirements – MR 1/22/2021	

Date Job Description Finalized
7/7/2023

Role Summary

Performs responsible administrative and professional work of a complex nature, including co-developing, co-leading, and supporting the identification, development, implementation, and evaluation of municipal and community-facing sustainability programs for the City. Includes co-starting and supporting the start-up of new projects and managing projects with significant internal and community involvement. Administers, plans, coordinates, staffs, organizes, and monitors the activities of the assigned programs. May potentially oversee interns.

Duties

Duties are performed under the general supervision of a Senior Analyst or designee and may include the following:

Essential Duties

- Support community facing sustainability initiatives – which includes managing existing programs, helping create new programs, fundraising, ideation, and program management.
- Resilience – Helping create, support, and administer existing and new programs aimed at increasing resident’s resilience to climate change and natural hazards.
- Community Outreach – Using a variety of tools, engage the public in the sustainability planning process and organize meetings to solicit input and generate dialogue on sustainability issues. Includes things like supporting annual Sustainability Forums, tabling at key sustainability events including Earth Day, Green Fair, and Huron River Day; helping to organize and participate in A²ZERO festivities; and helping to create, organize, and administer other public engagement activities.
- Supporting the City’s Sustainability-Focused Commissions – which includes creating agendas, taking notes, posting minutes and relevant notices, and helping recruit new members.
- City Plans – Support new planning efforts to ensure that they are consistent with the City’s adopted A²ZERO Plan and build sustainability into organizational processes and decision-making.
- Develop and annually update relevant sustainability metrics.
- Perform research, planning, and technical analyses for complex projects; develop data sets that measure progress of existing programs and that, through data-driven decision making, help to identify new sustainability strategies.
- Conduct ongoing research into best practices, emerging trends, and potential opportunities for existing and new policies, programs, and projects for the Office of Sustainability and Innovations team and agency-wide.

Related Work

- Apprise unit manager of operational progress through periodic reports; identify and respond to issues with sub-unit, unit, service area, or city-wide impact.
- Develop a network of sustainability peers in the community and nationally.
- Coordinate with other sub-units, units, service areas, agencies, municipalities, and organizations to optimize unit operations and public benefit.
- Present plans and design concepts effectively at public meetings.
- Speak at various commission, committee, and advisory meetings and other public hearings and meetings.

- Address opportunities, complaints, and inquiries from residents and others with respect and timeliness.
- Update city web pages as needed to maintain a public record of sustainability projects; develop additional communication media in multiple formats to communicate sustainability initiatives.
- Support the preparation of grant applications.
- Participate in the training of permanent and temporary employees.
- Participate in regular team and sub-team meetings and strategy sessions.
- Act for the unit manager at their request or in their absence.
- Support ad hoc requests for project support from other Team members.
- Perform related sustainability work and special projects as assigned.
- Evening and weekend hours and limited travel required.
- Perform other duties and responsibilities as determined and required by unit manager.

Knowledge of: (position requirements at entry)

- Urban sustainability and the principles and practices of urban planning
- Behavior change strategies
- Natural systems and urban resilience
- Local, state, and national sustainability and climate issues
- Project management principles and practices
- Equity principles and best practices
- Public engagement and facilitation principles and techniques
- Customer service principles and practices
- Computers and software applications used in business settings (e.g. Microsoft Office, Excel, PowerPoint)
- Simple budget preparation practices

Skills and Ability to:(position requirements at entry)

- Interact with City staff and apply A²ZERO goals to help solve operational challenges
- Accurately interpret and implement policies, procedures, and regulations
- Problem solve and demonstrate decision making and analytical capabilities
- Analyze and organize sustainability information, prepare reports, and adapt to new approaches and innovations
- Effectively communicate through strong oral and written communication to a diverse audience, including stakeholders with basic or advanced understanding of sustainability
- Organize people, information, and materials, with an ability to be detailed-oriented in delivering high quality services and experiences
- Develop and maintain non-partisan, respectful, and effective working relationships at all levels within the organization
- Set priorities, coordinate multiple projects, work independently, and meet deadlines
- Coordinate and independently perform technical research; study, analyze, and present results
- Influence and lead others towards great sustainability practices
- Listen to understand the intended meaning of the message
- Demonstrate excellent customer service techniques

Equipment

Computer and software applications, fax machine, copier, calculator, telephone, and other miscellaneous office equipment.

Education, Training and Experience (position requirements at entry)Required:

- Bachelor's Degree in one or more of the following areas: food science, agriculture, natural resources, sustainability, science, engineering, environment, planning, public policy, or a related field (can be waived if applicant has at least 3 years of professional experience)
- Community engagement experience
- Public speaking experience; developing and delivering presentations to a diversity of audiences
- Demonstrated quantitative and qualitative analytical skills
- The City of Ann Arbor will consider an alternative combination of education and experience

Preferred:

- Masters's Degree in one or more of the following areas: science, engineering, environment, natural resources, sustainability, climate change, planning, public policy, or related field
- Prior work experience in sustainability
- Prior project or program management experience
- Prior project work experience with the City of Ann Arbor
- Prior experience planning and coordinating public events

Licensing Requirements (position requirements at entry)

None

Physical Requirements

Positions in this class typically require: reaching, lifting, grasping and repetitive motions. Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.