

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Proposed Class Title (i.e. payroll title):

Sustainability Program Coordinator

3. Working Title (if any):

Environmental Sustainability Program Lead

4. Name & Class of First-Line Supervisor:

Jeanne Hoffman

Work Phone: 608-266-4091

5. Department, Division & Section:

Engineering - Facilities

6. Work Address:

210 Martin Luther King Jr Blvd, Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:00am      End time: 4:30pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is responsible, professional outreach/education/policy work that will advocate sustainability concepts throughout the city of Madison. This position will serve as a catalyst to produce a culture change for the community that integrates sustainability and environmental value. The incumbent will coordinate with City staff and strategic community partners to develop sustainability initiatives and assess their cost effectiveness, technical feasibility and implementation methods. As the sustainability program coordinator, this position will apply the equity lens to identify and address barriers to the success of the sustainability initiatives.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 40% A. Develop and implement City's sustainability programs, and implement the City's 100% Renewable Zero Net Carbon plan.
    - 1. Create strategic partners within the community to expand existing sustainability programs such as: group solar buy to commercial property owners, utilization of PACE financing, energy efficiency programs, etc.
    - 2. Develop new sustainability programs to increase alternate and renewable energy resources, including electric, natural gas, and fleet vehicles.
    - 3. Coordinate with city agencies to identify opportunities to develop sustainability programs such as waste-to-energy, salt reduction, alternative modes of transportation, planning, health, equity, etc.
    - 4. Develop programs with community organizations to expand training opportunities in renewable energy technologies
    - 5. Partner with area utilities to explore strategic initiatives for large scale renewable energy installations.
    - 6. Develop partnership with local private developers to explore feasibility of zero net energy buildings and subdivisions.
    - 7. Perform equity analyses on new sustainability programs and initiatives.
    - 8. Develop financial resources to further implement energy efficiency and renewable energy projects
  
  - 40% B. Outreach and Education
    - 1. Create and communicate sustainability efforts and highlight successes within City services as well as within the community, through an annual report and regular press releases/website updates and additional forms of outreach, such as social media
    - 2. Develop and maintain Engineering Website's Sustainability Portal
    - 3. Working with Neighborhood Resource Teams and other groups, such as schools, to educate the community on sustainability efforts. Develop materials as needed.
    - 4. Develop and maintain partnerships with community and business groups to educate about sustainability and renewable energy initiatives. Coordinate and perform outreach activities such as, events, conferences, and presentations.
    - 5. Collaborate with various units of government, such as other municipalities, University of Wisconsin, and schools.
    - 6. Update policymakers and key city committees as needed.
  
  - 10% C. Data collection and analysis
    - 1. Determine appropriate data sources for collection to evaluate programs, including equity metrics.
    - 2. Analyze data to evaluate energy use in City facilities and the community as a whole
    - 3. Report energy findings and develop strategies to implement sustainability plan
    - 4. Track progress of all City agencies in reaching various sustainability goals.
    - 5. Analyze carbon trading
    - 6. Conduct GHG emission inventories
  
  - 10% D. Other duties as assigned.
    - 1. Participate on related committees as assigned.
    - 2. Assist with coordinating and follow up with the City sustainability and energy efficiency trainings.
    - 3. Assist in grant writing
    - 4.
    - 5.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of sustainability principles and practices incorporating energy conservation, energy efficiency and renewable energy. Working knowledge of various continuous improvement methods and

survey methodologies. Working knowledge of applicable promotional and public relations, theories, techniques and practices. Working knowledge of and ability to use computer software applicable to the duties of the position.

Ability to effectively coordinate and provide leadership to diverse project teams and sustainability efforts. Ability to produce and promote public information events, write accurate news releases, and public service announcements, and to review and edit the related work of others. Ability to compile and disseminate appropriate information about sustainability program activities, events and operations. Ability to organize activities, establish priorities and meet deadlines.

Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships. Ability to prepare comprehensive reports and recommendations. Ability to work effectively with multicultural populations. Ability to attend and facilitate meetings outside regular working hours, including evenings and weekends. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid driver's license

15. Physical requirements:

Ability to travel throughout the city to meet with businesses and community partners.

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

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EMPLOYEE

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DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

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