



CITY OF URBANA  
Human Resources Division

# ~~ENVIRONMENTAL~~ SUSTAINABILITY AND RESILIENCY OFFICER MANAGER

## JOB DESCRIPTION

Division: Environmental Sustainability Management  
Department: Public Works  
Reports To: Director of Public Works  
FLSA Status: Exempt; Non-Union; Non-Civil Service; Appointed  
Pay Grade: 47

## JOB SUMMARY

The ~~Environment~~ Sustainability and Resiliency Officer Manager is responsible for managing staff and activities in the following environmental programs to meet divisional goals: nuisance compliance, West Nile Virus prevention, leaf collection, recycling, overseeing climate action/sustainability plan development and implementation, and providing knowledge and technical support to the Director of Public Works in planning and implementation of programs for the management of resources, waste, and sustainability activities.

## ESSENTIAL FUNCTIONS

- Plans and prepares related reports for the City's climate action plan and sustainability efforts and serves as the primary staff liaison to the Urbana Sustainability Advisory Commission.
- Provides staff support to the Urbana Sustainability Advisory Commission.
- Recommends policies, goals, strategies and actions to implement climate action plan, sustainability recommendations, and City Council goals, including financing mechanisms.
- Institutionalizes sustainability activities within municipal operations and for the community at large.
- Develops sustainability programming evaluation metrics and provide for on-going progress monitoring and result reporting.
- Supervises the development of public educational and promotion campaigns.
- Administers recycling and environmental compliance program contracts.

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- Develops and recommends standards, specifications, methods, standard operating procedures, materials, and equipment utilized by the Division.
- Inspects work performed to help assure standard operating procedures are followed and performance standards are met.
- Supervises records maintenance of employees' time and materials used; authorizes payment of purchase orders for supplies and equipment, prepares reports reflecting progress, costs, and other administrative matters.
- Manages, plans, delegates, assigns, trains, and evaluates work of the divisional staff.
- Prepares and administers the division's budget.
- Reviews and implements safety practices.
- Monitors performance of services provided by the division to help assure effective and efficient operation and identifies opportunities for improvement.
- Participates in Public Works project planning.
- Assists the Director of Public Works in researching, evaluating, and preparing resource management plans and programs.
- Reviews budget, forecast reports, and departmental financial procedures; authorizes or secures authorization of expenditures accordingly.
- Performs other related duties as assigned.

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## JOB REQUIREMENTS

### KNOWLEDGE & EXPERIENCE

- Knowledge and abilities typically acquired through a bachelor's degree received from an accredited college or university with a major in urban planning, public administration, environmental science, environmental engineering, or a related environmental and sustainability field, **AND**
- Four years of progressively responsible, related work experience in private or public sector or comparable education/experience.
- Strong organizational and planning skills and the ability to, supervise, instruct subordinates and coordinate programs and activities.
- Strong oral and written communication skills and the ability to present ideas and recommendations clearly and convincingly.
- Demonstrated experience managing staff, daily operations, customer service and policy development and implementation.

***Note:** Work experience means full-time paid experience. Part-time paid experience may be accumulated and pro-rated to meet the total experience requirements.*

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KNOWLEDGE OF:

- Planning, organizing, monitoring, and evaluating practices applied to sustainability, energy efficiency, and/or materials and waste management systems.
- Environmental issues, greenhouse gas inventorying, energy consumption and efficiency techniques, natural resource management issues, public policy and sustainable development.

ABILITY TO:

- Anticipate and develop programmable responses to the public demand for services.
- Present information clearly to groups of varying sizes and backgrounds.
- Establish a broad, effective network of professionals within the utility, environmental, economic development and natural resource conservation communities/disciplines.
- Acquire and administer grants and contracts to supplement general fund dollars needed to implement energy and resource conservation policies and programs.
- Carry out public relations and information dissemination function.
- Be creative, resourceful and provide initiative.
- Work in an environment of racial, cultural and demographic complexity.
- Successfully use personal computers and Microsoft Office software, such as Word, Excel, Outlook and PowerPoint.
- Establish and maintain effective working relationships with elected officials, city employees, citizens, media, community organizations, the private sector and other agencies.
- Analyze complex situations, diagnose problems, compile and evaluate reports and data with accuracy, and formulate recommendations.
- Effectively organize, direct, and coordinate the activities of division employees.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid Class D Illinois driver's license or be able to obtain one within 15 days of hire.

RESPONSIBLE FOR:

- Directly supervising one (1) Recycling Coordinator ~~and one (1) Environmental Compliance Officer.~~
- Ensuring programs meet the objectives outlined in the budget.
- Administering the Division's section's budget.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other Public Works divisional managers to coordinate activities.
- Daily contacts with the general public and city staff.
- Contact with Mayor and City Council to report on special issues and programming.
- Contact with print and electronic media personnel.

WORK ENVIRONMENT

- Work is performed primarily in an office setting with occasional out-of-doors work year round.
- Types of equipment used include telephone, cell phone, personal computer, digital and video cameras, calculator, fax, copier, scanner, LCD projector, and vehicles.
- May occasionally work in outdoor weather conditions.

SPECIAL EFFORT REQUIRED:

- Occasional attendance at City Council meetings and monthly attendance of Sustainability Advisory Commission.

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

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Class Specification History**

- General revision: 2012
- Revised job title: 7/1/2019

*For HR/Finance Use*

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|---|-------------------------|
| <b>Job Class Code</b><br>1256                     | <b>Pay Grade</b><br>347 |
| <b>EEO Category</b><br>1-Officials/Administrators | <b>LVL</b>              |