

## CHIEF ECO-SUSTAINABILITY OFFICER

### DEFINITION

Leads the District's eco-sustainability program and is responsible for the development and implementation of sustainable and renewable energy initiatives with the goal of reducing the District's carbon and water footprint.

### TYPICAL DUTIES

- Develops and oversees the District's sustainability programs.
- Prioritizes, recommends, and implements eco-sustainability initiatives and policies that will achieve cost efficiencies to reduce the District's carbon and water footprint and be in alignment with best eco-practices, which includes waste reduction and recycling, to contribute to the District's long-term sustainability goals.
- Provides analysis, develops reports, presentations, proposals, and recommendations that support development of a coherent and effective energy and utilities conservation program.
- Provides leadership in the development of project proposals, grant applications, or other documents or reports to pursue funding opportunities that facilitate the implementation of sustainable initiatives.
- Collaborates with various District departments in the formulation of the District's sustainability plan and related initiatives, to exchange information, share ideas, and encourage early buy-in.
- Remains abreast of Federal, State, and local legislation related to sustainability practices and programs.
- Reviews, evaluates, and approves "greening" initiatives and proposals for sustainability projects, considering factors such as cost effectiveness, technical feasibility, integration with other initiatives, and compliance with environmental policies, standards, regulations, or laws.
- Explores and pursues opportunities to partner with governmental entities for the implementation of eco-sustainability initiatives to augment available resources and achieve greater and more rapid cost-efficiencies.
- Works with local, State, and Federal legislative leaders to develop policy that supports clean energy efforts.
- Fosters and utilizes both public and private sector partnerships to explore innovative opportunities to access renewable energy.
- Develops a network of "green" vendors, agencies, and community groups to increase availability of renewable resources for the District, while cultivating the leadership of partners at all levels to invest in these developments.
- Develops and plans strategies for publicizing accomplishments using a variety of media in coordination with various District departments and to engage school communities in the greening and environmental stewardship of their communities.
- Writes and develops sustainability reports, materials, presentations, and proposals.
- Monitors and evaluates the effectiveness of sustainability programs.
- Serves as the liaison for the Office of the Superintendent to Board Members, schools, District departments, public organizations, and stakeholder groups.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Eco-Sustainability Officer is responsible for the development and implementation of sustainable and renewable energy initiatives with the goal of reducing the District's carbon and water footprint.

The Energy and Sustainability Program Manager develops and executes District-wide energy and sustainability programs and initiatives to address construction and operational issues in energy use, resource conservation, pollution, waste reduction, and reliance on landfills.

The Senior Energy Specialist supervises and participates in the planning, development, analysis, and evaluation of energy conservation programs.

## SUPERVISION

The Chief Eco-Sustainability Officer receives administrative direction from the Senior Advisor to the Superintendent and provides general direction to lower-level administrators.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles, practices and current trends in sustainability  
Federal, State, and Local mandates, rules, and regulations  
Project management methodologies  
Environmental federal, state and local issues  
School environmental and health issues  
Laws and regulations applicable to environmental programs, including specialized knowledge of alternative fuels and transportation demand issues  
Indoor and outdoor air quality issues  
Energy efficiency policy and resource conservation  
Renewable energy  
Energy use and its impact on the environment  
Environmental education infrastructure, systems and protocols  
Waste prevention, reuse, recycling and disposal infrastructure systems and protocols  
Green building techniques and infrastructure  
Funding and grant sources for sustainability initiatives  
Emerging technological advances in sustainability practices  
Principles of budget, grant, and contract preparation, administration and management

### Ability to:

Develop and execute sustainability programs and projects  
Perform cost-benefit analyses associated with sustainability initiatives  
Plan, coordinate, implement and evaluate programs and/or projects  
Communicate clearly and effectively both verbally and in writing  
Develop and foster working relationships with a variety of individuals  
Write, review and evaluate grant proposals  
Analyze and interpret materials and problems involving rules, procedures, documentation, and related matters  
Work effectively with representatives of government agencies, private contractors, vendors, facilities designers, equipment manufacturers, District administrators, and community members

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in public administration, business administration, environmental science or studies, energy management or a closely related field. A master's degree in a related field is preferred.

### Experience:

Five years of experience managing and implementing environmental programs in two of the following areas: climate change, clean air, energy, environmental education, water conservation, urban forest, green building, public outreach, recycling or toxics reduction. Experience in program management and/or policy analysis in an educational setting is preferable. Experience may be concurrent.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

NEW CLASS  
11-10-2022  
RGK/JAP