

TOWN OF PORTOLA VALLEY  
SUSTAINABILITY AND RESOURCE EFFICIENCY COORDINATOR

*Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

DEFINITION

To develop, implement and promote a wide variety of resource efficiency and environmental programs through community outreach and education; and to promote and monitor progress toward the Town's attainment of its commitments under the Mayors' Climate Protection Agreement.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from, and reports to, the Planning Manager.

May include direct or indirect supervision of volunteers and temporary staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, coordinate, schedule, organize and oversee tours of the new Town Center, focusing on the green building attributes of the facility.

Act as coordinator with local schools (faculty and staff) to introduce and expose students to the green building attributes and student project opportunities associated with the new Town Center.

In coordination with the Town Center architects and designers, develop and, as necessary, devise a pamphlet and/or self-guided tour guide describing the green building features of the new Town Center.

Develop program materials and outlines for presentations to schools, businesses, community groups, institutional residents, and homeowner associations.

Survey, plan, develop, and coordinate for training and educating the general public, schools, businesses, and institutions in best practices of sustainability, "green" design and reuse and recycling of materials.

Coordinate "bulk buys" of green materials such as CFLs, double-pane windows, and other "green" building materials as defined.

## Sustainability and Resource Efficiency Coordinator

- 2 -

Design and administer summer energy audit program involving local students conducting voluntary home energy audits for residents.

Promote appreciation of preservation and restoration of natural features in Town, such as the Sausal Creek reach through the Town Center campus.

Develop and implement programs to reduce vehicle trips, particularly those that involve heavy construction vehicles.

Explore creation of a materials exchange program to facilitate salvaging and reuse of building materials made available in tear-downs, remodels and reconstruction projects.

Staff liaison to the Climate Protection Committee.

Staff liaison to the Nature and Science Committee.

Staff liaison to ICLEI, and Sustainable Silicon Valley.

Keep abreast of current developments, trends, and legislative actions in the field of integrated waste management, water conservation, sustainable buildings and other environmental programs.

Prepare reports, including informational flyers, press releases, posters, brochures and articles and prepare Council staff reports and other general correspondence.

Administer the Town's green procurement program.

Measure the effects of Town programs in terms of improved resource efficiency, waste elimination, and reduction of greenhouse gases.

Promote the Town's recycling program through community outreach and education.

Research and identify educational curriculum resources and materials regarding green building topics (water, energy, resource conservation) that teachers can use in their classrooms.

Establish and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

### EXAMPLES OF SECONDARY DUTIES:

Answer visitor questions accurately.

Perform special assignments as assigned.

Participate in special events.

Respond to emergency situations as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of designing effective resource conservation and integrated waste management programs.

Public relations ideas and techniques.

Operation and programs of a personal computer.

Ability to:

Effectively and tactfully communicate in both oral and written forms.

Demonstrate excellent public speaking skills.

Collect, analyze and accurately interpret a variety of data related to resource management practices.

Provide information to the public regarding resource efficiency and waste reduction.

Develop and maintain cooperative relationships with local schools.

Learn to use and teach others how to use the Building Dashboard.

Research and acquire access to green building related educational/curriculum materials.

Work cooperatively with staff, outside agencies and the public.

Research and develop a pamphlet and/or self-guided tour guide.

Work well with people of all ages.

Share interpretative information with visitors on aspects of green building design and practices.

Stay abreast of information related to green building design and practices.

## Sustainability and Resource Efficiency Coordinator

- 4 -

Learn codes, ordinances, resolutions, laws, recent developments, current literature and sources of information.

Organize, coordinate, and prioritize assigned tasks to successfully meet timelines.

Establish and maintain effective work relationships in the performance of required duties.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Some experience developing, promoting, or coordinating environmental, conservation, or public outreach programs desirable.

#### Training:

Graduation from an accredited college or university with a Bachelors' degree, preferably with a concentration in environmental studies or a related field.

### License or Certificate

Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### WORKING CONDITIONS:

#### Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens; public contact.

#### Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight of 10 pounds or less; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer, and/or as specified in the job analysis.