

*"Quality Service through Quality People"*



**Sustainability Coordinator  
Public Works Department  
Analyst D**

Recruitment #07-034

**Salary: \$3,562 - \$7,406/month**

**Accepting applications materials until 5:00 pm, Friday, April 20, 2007.**

**This position is opened concurrently to regular city employees and outside candidates.**

*"Vancouver is recognized for its civic excellence. Our employees are proud to work in an open, supportive environment where we are empowered to create solutions and outcomes which exceed the expectations of the citizens we serve."*

The City of Vancouver, Washington is currently seeking qualified candidates for the position of Sustainability Coordinator. While the position is housed within the City's Public Works Department and reports to the Director of Public Works, the individual in this position will provide a key new role in working with all departments in the City as well as with community members and organizations to establish a city-wide sustainability program. The program will focus on identifying, planning for, implementing and evaluating those policies, practices and programs that balance our shared objectives for a healthy environment, quality of life, and economic vitality. The individual will focus on coordinating internal and external efforts related to efficient use of resources (including water, energy, and land), green building, reduction of waste, prevention of pollution, reduction of green house gases, participation in climate change initiatives and utilization of renewable resources. In addition to responsibilities for researching, recommending, and implementing this new program, the individual will be expected to coordinate and communicate clearly with individuals at all levels in the City's organization. The Sustainability Coordinator is a full-time, regular, exempt, permanent position.

**The ideal candidate for this position must be able to:**

- Research and articulate a vision, mission, objectives and structural framework for a new city-wide sustainability program suited to the City's unique character and direction, using models available from other public organizations that have undertaken similar efforts. Incorporate a balance for a healthy environment, quality of live and economic vitality in the directions and communications related to the sustainability effort;
- Develop a sustainability (or environmental) management system (SMS) with the involvement and support of a team formed from across the organization that provides a clear strategy or plan for implementing the program and that provides for regular data collection/analysis and performance measures tracking the progress being made;
- Form, facilitate, and staff an inter-departmental team of City employees that provides regular input, direction, review and communication on sustainability issues across the organization and that hosts occasional events to inform and inspire co-workers on issues related to this initiative. Newsletters, e-mail postings, or intra-net websites may be outcomes of these efforts;
- Establish city-wide targets and work with departments to establish and then accomplish their own appropriate targets that address:
  - Reduction of greenhouse gas emissions and climate change effects;
  - Pollution prevention and waste reduction;
  - Conservation of energy, water, land, and other natural resources;
  - Utilization of renewable energy and other renewable resources;
  - Environmentally preferable purchasing policies for goods and services;
  - Green building as well as facility O & M practices;

- Implementation of sustainable infrastructures and systems.
- Research and maintain a working knowledge of best practices with regards to sustainability being implemented in other public and private organizations.
- Identify and support applications for government and non-government grants to support piloting of sustainable approaches to accomplishing critical municipal functions and participate in grant administration and management as appropriate;
- Identify cost-saving, life-cycle, and/or short to medium term pay-back approaches that provide an economic rationale for implementing sustainability efforts;
- Assist in preparation and monitoring of budgets and in authorization of expenditures related to the sustainability program;
- Coordinate public education and outreach activities related to our sustainability program, including facilitation, organization and/or presentation of workshops, conferences or information sessions targeted at groups and individuals both within and beyond our community;
- Coordinate with businesses in the community and with other public agencies in our regional that are involved in sustainability initiatives to explore opportunities for synergism and partnerships.

***All City of Vancouver employees are expected to perform their duties in accordance with the City's Operating Principles; work and act as a team player in interactions with other city employees; and provide a high level of customer service at all times.***

**The candidate for this position shall have:**

**Minimum Qualifications:**

- The Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, engineering, planning, communications, business, public administration or related field and five years experience in a role closely related to sustainable development, energy or resource conservation, solid waste management, and/or environmental policy development;
- Knowledge of technical issues and practices in multiple areas related to: green purchasing, energy conservation, performance measurement, environmental management systems implementation, solid waste recycling, resource and water conservation, green building, low impact development, pollution prevention, green house gas reduction, climate change, renewable resources, and the legislative process;
- Two years experience working in local or regional government.

**The ideal candidate for this position should also have:**

- Experience with computer systems and various software applications;
- The ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and formulate recommendations;
- The ability to work independently and member of multi-disciplinary teams, exercise sound judgment, and handle sensitive public relations issues and information with tact and diplomacy;
- The ability to communicate clearly and concisely, both orally and in writing;
- Flexibility to attend and facility some evening and weekend meetings or events and to work flexible work hours;
- Experience developing and delivering presentations, preparing speeches, and providing interviews to the media;
- The ability to establish and maintain cooperative working relationships;
- The ability to read, interpret, apply, and explain rules, regulations, policies and procedures;
- The ability to successfully pass employment references; and
- Must meet the basic qualifications expected of all job applicants:
  - A stable and verifiable work history;
  - A record of regular and dependable attendance;
  - A valid drivers license and clean driving record;

- A professional, well-groomed appearance;
- Strong communication, problem-solving and teamwork skills.

### **Benefits**

The City of Vancouver offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield or Kaiser Permanente. Other benefits include a deferred compensation program, flexible spending accounts, retirement health savings plan, life insurance, long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System. For additional information, please review the specific benefits plan documents and summaries at [www.cityofvancouver.us](http://www.cityofvancouver.us).

### **The Selection Process**

Electronic and/or Hard-copy application materials will be accepted until XXXXX applications received after the deadline – even if post marked before the close date – or delayed by computer servers - will not be considered.

All applicants should receive a postcard via mail or electronic mail following submission of an application. Applications will be screened on an ongoing basis, and the most qualified candidates will be contacted via telephone to proceed through the selection process. If you do not receive a phone call regarding an interview, you may assume that we are considering other candidates.

This selection process may include the use of skill assessments, interviews, and/or other examinations that test the candidates' levels of ability and knowledge necessary to perform the duties of the job.

Before an offer of employment is extended to you, the City may contact prior employers, educational institutions, and any institution or organization with whom you have been associated, giving the City any pertinent information about your employability.

### **How to Apply**

Candidates **must** submit the following to the City's Human Resources Department:

**Candidates must submit the following to the City's Human Resources Department:**

- a current and complete City of Vancouver application
- typewritten responses to the supplemental questionnaire

Applications will not be accepted for consideration if Supplemental questions are not attached to the application materials.

Applicant information submitted on non-current City of Vancouver forms will not be accepted for consideration. Applicants will be asked to resubmit their information in entirety in order to continue in selection process. Current employment applications are available at the City's Human Resources office (610 Esther St. Vancouver WA 98660), or via the internet at [www.vanhr.org](http://www.vanhr.org)

If you do not have individual access to the Internet, public access can be found at most libraries, Washington State Worksource, or Employment Security offices. If internet access through private or public means is not an option please call 360.696.8128 to leave a voice mail message requesting application materials by mail.

### **VANCOUVER USA**

Vancouver boasts a livable mix of small-town charm and urban amenities, economic opportunity, and lush open spaces. Its full-service city government is committed to providing responsive and progressive leadership for all citizens. Vancouver's Historic Reserve and visionary projects such as the Columbia River Renaissance give the city a rare and special quality. Vancouver offers quality

schools, a favorable tax climate, affordable housing, livable neighborhoods, and dedicated citizens involved in all aspects of community life.

The City of Vancouver is a growing community. In 1997 the City almost doubled in size through annexation. The approximate population is 154,800 and Vancouver is currently the fourth largest city in Washington State.

This announcement is meant only as a general descriptive recruitment guide.  
It does not constitute either an expressed or implied contract and is not a complete description of the job.

**TOBACCO FREE/DRUG FREE WORKPLACE  
EQUAL OPPORTUNITY EMPLOYER**

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**SUPPLEMENTAL QUESTIONNAIRE**

Your typewritten responses to the following questions regarding your ability, experience and training relative to the position will help determine whether you are given further consideration in the selection process. Please confine your responses to no more than one page per question.

Both content and presentation will be evaluated. **Provide as much detail as you believe will describe your experience and/or training.** Complete your answers on a separate sheet of paper and attach your responses to your application packet.

Please prepare responses to the following questions:

1. Describe your education and experience that qualify you for this position.
2. Please detail your experience coordinating internal and external efforts relating to the efficient use of resources (including water, energy and land) green building, waste reduction, pollution prevention, reduction of greenhouse gasses, and participation in climate change initiatives and utilization of renewable resources. Please detail the environment in which you gained this experience and your level of responsibility.
3. Please describe how this position would fit into your career plan.