

VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITIES

Medical Insurance

Dental Insurance

IMRF Retirement Benefits

Social Security Retirement Benefits

Vacation & Sick Leave

Credit Union

Deferred Compensation Plan

Group Life Insurance

SUSTAINABILITY COORDINATOR VILLAGE MANAGER'S OFFICE

Salary
Information:

The salary range for this position is \$83,908 - \$109,767. The annualized starting salary range is \$83,908 - \$92,508, depending on qualifications.

Brief Description
of Duties:

This newly created position affords an exciting and challenging opportunity to provide sound leadership in advancing the Village's goal of reducing greenhouse gas emissions in pursuit of carbon neutrality. Under general direction of the Asst. Village Manager, you will coordinate and ensure continued execution of the 2022-2030 Skokie Environmental Sustainability Plan by supporting the Village's Sustainability Action Team in implementing the 189 detailed action items; Provide expertise and oversight of the Village's sustainability initiatives including research, data collection, metric development and monitoring, policy review, grant research and assisting with staff and community partner education and engagement initiatives that promote environmental sustainability; Develops, calculates, tracks, and manages metrics and data to support the Plan; Coordinate with Plan Sector Leads, secure approval of implementation actions, develop policies or programs, manage projects and contracts, identify resources needed, assemble project teams and communicate progress with executive leadership; Must have the ability to garner the support and buy-in of internal and external stakeholders with a positive, can-do attitude; the ability to communicate effectively, both orally and in writing, with a diverse assortment of groups and individuals in a courteous, tactful and professional manner is essential; Performs other work-related duties, as assigned.

Required Training
and Knowledge:

Bachelor's degree in a related field such as sustainability, planning, public administration, environmental sciences, environmental engineering, economics, or business, or equivalent knowledge, skills, and abilities to perform the essential duties of the position; Minimum three years of increasing responsibility in sustainability, urban planning, or a related field; Prior local government experience preferred; General knowledge related to municipal sustainability, climate mitigation and adaptation strategies, energy and water conservation, utility efficiency and management, recycling and waste reduction, sustainable building design and construction (e.g. LEED), transportation, renewable energy, alternative fuels, environmentally preferable purchasing, community engagement, and program management and metrics; Significant knowledge of and demonstrated experience with grant, contract, and program management.

Application
Process:

To be considered for this position, please submit a Letter of Interest and resumé, including three professional references, by May 26, 2023, to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077, or by email to Human.Resources@skokie.org. Faxes are not accepted.

APPLICATION DEADLINE: Friday, May 26, 2023

The Village of Skokie is an Equal Opportunity Employer

Created: May 2023

JOB IDENTIFICATION

Position Title:	SUSTAINABILITY COORDINATOR
Salary Range:	B 220
FLSA:	Exempt
Department:	Administration
Division:	Manager's Office
Reports to:	Assistant Village Manager
Supervises:	NONE

JOB PURPOSE

Provide leadership in advancing the Village's goals of reducing greenhouse gas emissions and the pursuit of carbon neutrality. Coordinate and ensure continued implementation of the 2022-2030 Skokie Environmental Sustainability Plan by supporting the Village's Sustainability Action Team in implementing the 189 detailed action items. Provide expertise and oversight of the Village's sustainability initiatives including research, data collection, metric development and monitoring, policy review, grant research and assisting with staff and community partner education and engagement initiatives that promote environmental sustainability.

ESSENTIAL JOB FUNCTIONS

- Support the Skokie Sustainability Action Team Sector Leads in the implementation of the Skokie 2022-2030 Environmental Sustainability Plan.
- Lead, develop, implement, coordinate, and/or provide technical assistance for Village sustainability programs, projects and initiatives.
- Advance sustainability and resilience initiatives to improve sustainability of Village operations, including executing highly complex organization-wide strategic and operational plans, policies and projects.
- Develops, calculates, tracks, and manages metrics and data to support the Skokie Environmental Sustainability Plan.
- Coordinate with Sustainability Plan Sector Leads, secure approval of implementation actions, develop policies or programs, manage projects and contracts, identify resources needed, assemble project teams and communicate progress with executive leadership.

- Develop and manage Village sustainability reporting including progress reporting to the Village Board, various boards/commissions and the community.
- Serve as the Village's central point of contact internally and externally for sustainability.
- Act as a staff liaison for the Sustainable Environmental Advisory Commission (SEAC).
- Maintain partnerships with community organizations, other local government agencies, businesses, educational institutions and other stakeholders to carry out sustainability initiatives.
- Apply for federal, state, local, and private funding resources as to advance the duties listed above.
- Review and update sustainability web page. Write content and assist communication and community engagement team in advancing sustainability communication and education efforts.
- Conducts or prepares data for greenhouse gas inventories.

OTHER RESPONSIBILITIES

- Track and analyze data from various sources (such as energy, water and waste data) and develop annual reports.
- Coordinate required annual budgetary needs.
- Coordinate and develop educational program and materials to meet Skokie Sustainability Plan strategies and goals.
- Develop and assist with special events, programs, or other related community events to promote and educate the public and Village staff about recycling, resource conservation, composting, sustainable energy, resiliency, and pollution prevention issues. This may include evenings and weekends.

KNOWLEDGE / SKILLS / ABILITIES

- General knowledge related to municipal sustainability, climate mitigation and adaptation strategies, energy and water conservation, utility efficiency and management, recycling and waste reduction, sustainable building design and construction (e.g. LEED), transportation, renewable energy, alternative fuels, environmentally preferable purchasing, community engagement, and program management and metrics.
- Significant knowledge of and demonstrated experience with grant, contract, and program management.
- Able to garner the support and buy-in of internal and external stakeholders.
- Positive, can-do attitude.
- Ability to communicate effectively, both orally and in writing, with a diverse assortment of groups and individuals in a courteous, tactful and professional manner.

- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Knowledge of federal, state, and local environmental regulations and policies.

EDUCATION / TRAINING / EXPERIENCE

- Bachelor's degree in a related field such as sustainability, planning, public administration, environmental sciences, environmental engineering, economics, or business, or equivalent knowledge, skills, and abilities to perform the essential duties of the position.
- Minimum three years of increasing responsibility in sustainability, urban planning or a related field.
- Local government experience preferred, but not required.
- Experience in project management, coordination, etc.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The duties performed by this position are representative of "light work" with frequent exertion of 10 pounds of force. The work is regularly in an indoor environment, in an office-type area, that is quiet except for office equipment background noises. May be subject to frequent interruptions by telephone callers and walk-in visitors.

While performing the duties of this position, the employee is constantly required to sit, talk, listen, hear the normal range of sounds, read written reports, use hands to operate essential office equipment including computer keyboard, telephone, etc. Visual acuity is important. The employee is frequently required to stand and periodically move or travel to other locations within the building or within the Village.