



## **Sustainability & Special Projects Manager**

The Town of Boone, located in the beautiful mountains of western North Carolina (population 19,562), is seeking to fill the position of Sustainability & Special Projects Manager.

### **POSITION SUMMARY:**

The Sustainability & Special Projects Manager is a position/career that enables you to make a difference in the way the Town of Boone affects the environment. This position will start with the development of the Boone Sustainability Plan and continue by focusing on improving the Town's reputation regarding sustainability. You will ensure that the Town of Boone upholds and works towards finding new, innovative, and economically feasible ways to address environmental and social aspects of Town operations and services. This position will report directly to the Town Manager and be responsible for developing, implementing, and monitoring Town sustainability strategies. Additionally, you will be responsible for communicating your strategies to colleagues, elected officials, residents, and businesses.

### **ESSENTIAL JOB FUNCTIONS:**

Serve as a champion for sustainability.

Aligns Town sustainability practices with the goals of the Council approved initiatives. Develops, recommends, and monitors policies, procedures and processes related to sustainable practices not just within Town staff and Town facilities, but also for the entire Town.

Drafts, negotiates, manages, and administer contracts.

Develops and implements relevant education and outreach programming, disseminate updated information to the community, and maintain positive partnerships with outside organizations and industry in relation to sustainability initiatives.

Ensure the success of the Sustainability Committee by serving as the staff liaison.

Build relationships with local, regional, state, and national organizations to increase our sustainability reputation and bandwidth.

Ensures compliance with applicable local, state and national laws, regulations and standards.

Collects and analyzes complex data and information to develop policies and assess their effectiveness.

Develops sustainability project budgets, justifies expenses, contributes to capital planning and monitors expenditures.

Identifies potential grant sources and opportunities; initiates and coordinates the

development of grant proposals and other funding sources that support the Town's sustainability goals.

Identifies professional development opportunities to advance the Town's sustainability goals

Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Primary consideration will be given to individuals with a passion for sustainability supported by a track record of successful sustainability initiatives with at least five years of progressively responsible experience.

Bachelor's Degree or greater in environmental science or a field related to sustainability is preferred. A combination of relevant experience and degrees will be considered.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

Applicable local, state and federal laws, codes, rules, and regulations;

Advanced principles and practices in resource conservation and sustainability;

Developing and leading high performance teams

Branding programs to ensure resonance with the community.

Utilities, facilities maintenance and operations infrastructure;

LEED standards as related to new and renovation construction in facilities;

Analytical methods and techniques;

Strategic planning principles;

Project management principles and practices.

Skilled in:

Public speaking and presentation.

Excellent soft skills and high emotional intelligence both with Town peers and elected officials.

Utilizing technology for communication, data gathering and reporting activities.

Building community support and growing programs.

Ability to:

Effectively communicate both verbally and in writing; use oral persuasion and written mediums allowing for open dialogue to occur.

Work collaboratively with all residents and stakeholders of a diverse community;

Interpret, analyze and evaluate complex problems to successfully create solutions.

Maintain a positive attitude.

Grow both personally and professionally.

Represent our core values: Respect, Excellence, Accountability, Care, and Trust.

### **SPECIAL REQUIREMENTS:**

Public contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Public contact may involve stressful, negative interactions with the public requiring high levels of tact. Must establish and maintain records, and complete document/record research and field investigations, as necessary. Must be skilled in dealing with public both oral and written medium. Must have basic skill in personal computer operation including Microsoft Office.

**LICENSES AND CERTIFICATES:**

Valid driver's license with good driving record and ability to maintain while employed is required.

**HIRING RANGE:** \$53,988 - \$80,982 plus excellent benefits. Employee will serve a six-month probation.

**APPLICATION PROCESS:** Submit a letter of interest, resume and Town of Boone application. Applications may be downloaded at [www.townofboone.net](http://www.townofboone.net) and returned to PO Box 192, Boone, NC 28607, or faxed to 828-268-6208. All offers of employment are subject to a successful completion of a controlled substance screening, a medical examination and thorough background check. Town of Boone is an EOE.

**DEADLINE:** October 30<sup>th</sup>, 2020

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