

OFFICIAL JOB DESCRIPTION



Department:	Public Works	New Position Date:	
Position:	Project Manager – Sustainability	Date Revised:	7/08
Position Reports to:	Manager – Office of Sustainability	FLSA Status:	Exempt
Division:	Policy & Planning	Grade:	10
Status:	Full-time	Direct Reports:	

Position Summary

Position responsible for managing and facilitating the progress and results of multiple projects of low to medium complexity in various areas related to sustainability and enhancement of the environment in close coordination with City agencies, the Indianapolis Green Commission, other partners, and Indianapolis residents.

Position Responsibilities

Assists in the development of a City Sustainability Action Plan with the involvement and support of a multi-disciplinary City team representing multiple City departments which provides clear strategy and implementation plans with an emphasis on data collection/analysis and performance measurement for tracking progress. Researches and maintains working knowledge of best practices at municipalities with regards to sustainability.

Assists in the identification of funding opportunities to enable implementation of the City Action Plan, including grant writing, administration and reporting as needed.

Assists in guiding the strategic implementation of the City Action Plan and works with various City departments to define and implement specific projects and program activities that promote improvement of the environment and/or enhance sustainability. Identifies costs and benefits of individual projects and initiatives; including pay-back times, environmental benefits, life-cycle costs etc. Acts as project manager or assist other departments' project managers as appropriate. Prepares reports and written analyses for review by City departments. Tracks and report progress toward program goals.

Works closely with public relations staff to communicate the City's sustainability goals and accomplishments. Assists in the production of a wide variety of public relations activities, including the production of a website, brochures, newsletters and other promotional materials, and responds to inquiries.

Supports activities of the Indianapolis Green Commission as needed, including: assisting in the development of a robust community action plan with measurable goals and benchmarks, and a detailed and realistic implementation plan and working with Commission to communicate issues to City Departments.

JOB KNOWLEDGE, EXPERIENCE, AND SKILLS REQUIRED:

Bachelor's degree in environmental management, urban planning, or a closely related field and a minimum of one (1) year experience in environmental field is required. Any combination of education and experience in environmental management/planning equal to 5 years is acceptable. Master's degree preferred. Experience with, program management, policy development and public outreach is preferred. Effective oral and written communication is required.

INDEPENDENT JUDGEMENT:

- Works independently.
- Works with governmental employees at the policy, administrative, technical, and support levels. Also works with representatives of other governmental agencies, businesses and institutions, and with the general public.
- Interactions with others require a high degree of courtesy, tact, diplomacy and sound judgment.
- Follows all policies and guidelines of the City and DPW and ensures highest ethical standards are met.
- Leads staff of other divisions or departments for specific projects.

WORKING CONDITIONS:

- Work is performed in a standard office environment.
- Some work is performed at evening meetings held at various locations in the County.
- Some work is performed in the field.
- Environment is fast-paced and results-oriented.

CORE COMPETENCIES:

1. Customer Service Orientation
2. Teamwork and Cooperation
3. Leadership by Example
4. Personal Accountability

JOB COMPETENCIES:

5. Problem solving
6. Communication Skills
7. Relationship Building
8. Conceptual Thinking
9. Technical Expertise
10. Initiative
11. Concern for Order
12. Achievement Orientation
13. Analytical Thinking
14. Integrity

Signatures

Supervisor/Manager

Date

Administrator

Date

Human Resources – Compensation Manager

Date

Current Employee
Date Printed: August 19, 2008

Date