

**Job Description(s) for President's Cabinet Review**

<b>Job Description</b>	
<b>Title:</b>	Manager, Sustainability
<b>Unit:</b>	Management
<b>Range:</b>	M-9
<b>Synopsis:</b>	New Portions of the College's sustainability coordination and energy management functions have previously been supported through a time-limited assignment under Administrative Procedure 7135.
<b>Rationale:</b>	While this temporary mechanism allowed the College to advance sustainability initiatives during a period of growth and transition, the scope, scale, and ongoing nature of these responsibilities now exceed what can be supported through a term-limited assignment. Establishing a permanent Manager, Sustainability Program position institutionalizes these functions, ensures continuity, and provides sustained accountability for the College's long-term sustainability and compliance obligations.
<b>Incumbent:</b>	To be recruited
<b>Approved?</b>	

*Martha Stone*  
President's Signature

January 3, 2026  
Date

Comments:

**MANAGER, SUSTAINABILITY**  
**FLSA EXEMPT – M-9**  
**\$9,966.00 - \$11,553.00/month**

**DEFINITION**

Under administrative direction, this position develops, coordinates, implements, and supports campus-wide sustainability, energy management, and climate resilience programs designed to promote sustainable practices, environmental stewardship, and a culture of sustainability across the College. The position collaborates with faculty, staff, students, and external partners to advance institutional sustainability goals; integrates sustainability principles into campus operations, strategic planning, and construction initiatives; and leads resource conservation efforts. The incumbent monitors performance metrics and outcomes, supports sustainability-related committees, communications, and educational programming, and ensures alignment with applicable environmental policies and best practices.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

**CLASS CHARACTERISTICS**

This position is within the classified administrator classification and is responsible for managing sustainability-related programs and activities that require independent judgment, organization, and collaboration across multiple campus units. This class provides assistance to management in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Leads development, implementation, and continuous improvement of campus sustainability and climate action plans, including energy conservation, waste reduction, water use, and greenhouse gas emissions tracking.
2. Monitors and evaluates the effectiveness of sustainability programs, documenting performance trends, and recommending modifications to enhance program outcomes; tracks program outcomes and prepares reports and summaries.
3. Ensures compliance with applicable environmental and energy regulations, Board

Policies, Administrative Procedures, and climate commitments.

4. Manages campus sustainability ambassador or peer education programs, including recruitment, training, and coordination of student participants and temporary employees.
5. Manages and supports sustainability committees and advisory groups by preparing materials, coordinating meetings, and tracking follow-up actions.
6. Develops, updates, and distributes sustainability education materials and resources; coordinates sustainability communications, including website content, newsletters, social media, and campus publications.
7. Plans, organizes, and supports sustainability-themed events, workshops, trainings, educational tours, and volunteer activities; maintains calendars, metrics, and documentation related to sustainability programs and events.
8. Collaborates with campus departments to identify sustainability needs, share resources, and promote best practices; serves as a point of contact for sustainability-related inquiries and communications.
9. Develops and oversees sustainability program budgets, track expenditures, and pursues external funding or grant opportunities to support sustainability and climate resilience efforts.
10. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
11. Prepares and presents technical reports, updates, and recommendations to management, President's Cabinet, and Board of Trustees.
12. Develops and implements goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
13. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
14. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
15. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
16. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
17. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees mandated trainings, and DEISAA related trainings as required.
18. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
19. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Environmental sustainability principles, climate action planning, energy efficiency, greenhouse gas reporting, and resource conservation.
5. Construction planning processes and the integration of sustainability criteria into project design and review.
6. Sustainability concepts, environmental practices, and higher education sustainability initiatives.
7. Principles, practices, and techniques of research and statistical analysis.
8. Principles and practices of administration, including budget, personnel, and grants management.
9. Principles of community engagement and student development.
10. Principles and practices of marketing, community engagement, and public relations.
11. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

**Skills & Abilities to:**

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
6. Establish and maintain a variety of filing, record-keeping, and tracking systems.
7. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Communicate effectively through various modalities.
10. Research, analyze, and prepare clear and concise reports, correspondences, policies, procedures, and other comprehensive written materials.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university; and
2. Four (4) full-time equivalent years of progressively responsible professional experience related to sustainability, environmental programs, energy management, or solid waste program administration, including one (1) year of coordination and/or leadership experience.

**Desirable Qualifications:**

1. Equivalent to a bachelor's degree in Environmental Science, Sustainability, Public Policy, Urban Planning, or a closely related field.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office

classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.