

Job Description(s) for President's Cabinet Review

| Job Description | |
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| Title: | Manager, Sustainability |
| Unit: | Management |
| Range: | M-9 |
| Synopsis: | Modified |
| Rationale: | The Manager, Sustainability was revised to strengthen the alignment between the sustainability program and all aspects of the College's facilities planning, infrastructure operations, and capital development activities. Ensuring that sustainability goals are embedded in the planning, design, construction, and operation of campus facilities. This position will collaborate closely with facilities management, operations teams, and project development stakeholders to identify opportunities for sustainable infrastructure upgrades, guide green building practices, and ensure compliance with LEED, CalGreen, and other relevant environmental standards. |
| Incumbent: | To be recruited |
| Approved? | |

Martha Stone

President's Signature

March 30, 2026

Date

Comments:

MANAGER, SUSTAINABILITY
FLSA EXEMPT – M-9
\$10,195.00 - \$11,819.00/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, **facilities planning, capital projects,** 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, **sustainability standards,** and **industry** best practices.

SUPERVISION RECEIVED AND EXERCISED

Received 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, **including the coordination of sustainability initiatives related to campus operations and facilities planning.** 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, **and integration of sustainability goals into campus operations and capital projects.**

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 **that promote sustainable practices across campus operations and facilities**; maintains calendars, metrics, and documentation related to sustainability programs and events.
8. ~~Develops and oversees sustainability program budgets, track expenditures, and pursues external funding or grant opportunities to support sustainability and climate resilience efforts.~~
9. **Leads the planning and coordination of capital sustainability projects, including but not limited to renewable energy, electrification, and water conservation; collaborates with Facilities teams to support project development, integrate sustainability standards, and maximize utility rebates and incentives to ensure alignment with in Energy and Environment Design (LEED)/California Green Building Standards Code (CALGreen) standards.**
10. **Manages the comprehensive analysis and management of College-wide utility consumption, including electricity, natural gas, and water, utilizing Energy Management Systems (EMS) to monitor usage patterns, trends, and costs; develops and presents data-driven performance reports and strategic recommendations to leadership to optimize resource allocation, reduce operational expenditures, and advance institutional sustainability and decarbonization goals.**
11. Develops and oversees sustainability program budgets, track expenditures, and pursues external funding or grant opportunities to support sustainability and climate resilience efforts.
12. 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.
13. Prepares and presents technical reports, updates, and recommendations to management, ~~President's Cabinet, and Board of Trustees~~ **executive leadership, governance bodies, and other stakeholder groups** .
14. **Participates in design review and project planning processes to ensure alignment with institutional sustainability goals, energy efficiency standards,**

and applicable environmental regulations; provides technical input related to sustainable building practices, energy efficiency strategies, and environmentally responsible materials during the planning and design phase of construction projects.

15. Develops and implements goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
16. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
17. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
18. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
19. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
20. 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.
21. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
22. Performs 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 **and facilities** planning processes and the integration of sustainability, **energy efficiency, and environmental performance** criteria into project design, **infrastructure systems,** and review **capital projects, and building operations.**
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 **and analysis**, 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) full-time equivalent 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. **Leadership in Energy and Environmental Design (LEED) Accredited Professional (LEED AP), Certified Energy Manager (CEM), or comparable sustainability certification.**
3. 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
4. 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 weighing 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.