

Job Description

Position Title: Director of the Sustainability Office

Job Group: Institutional Research

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director of the Sustainability Office is responsible for developing and implementing a sustainability program at the College. The Director of the Sustainability Office leads the implementation of key aspects of the College's Climate Action and Sustainability Plan, including leading work to position the College for certification through the Association for the Advancement of Sustainability in Higher Education. The Director of the Sustainability Office promotes sustainability and climate-action college-wide and leads training on related topics.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Creates and implements College-wide plan that will lead to PCC becoming a net zero greenhouse gas emitting institution
2. Coordinates and leads the implementation of the College's Climate Action and Sustainability Plan
3. Highlights and promotes the connections between the social, economic, and environmental aspects of sustainability and the College's mission
4. Partners closely with climate subject-matter experts and the College's broader Climate Planning Team to prioritize problems and solutions and develop strategies to create ownership, accountability, and follow-through from internal teams
5. Provides support and recommendations to the Chief Strategy Officer to align PCC strategic priorities with sustainable practices
6. Develops and maintains the College's greenhouse gas accounting, including reporting to the external groups as directed.
7. Leverages the AASHE STARS framework to identify sustainability focus areas, collaborate with internal stakeholders to identify areas for attention and embed the priority actions into unit plans, through the College's Institutional Quality process.
8. Advocate for sustainability priorities to build participation and raise awareness
9. Identifies opportunities to reduce energy use through day-to-day actions and advocate for change throughout the College
10. Reviews and monitors PCC policies to identify any needed changes to prioritize sustainability
11. Collaborates with Academic departments on the integration of climate change and sustainability into the curriculum

12. Promotes sustainability through the development of professional development for employees to include both sustainability in the workplace and personal actionable steps for employees
13. Implements an annual Earth Day challenge to engage employees into taking meaningful action
14. Collaborates with the Facilities Department on energy reduction
15. Collaborates with Student Affairs on the development and implementation of engagement efforts with learners to support meaningful action
16. Develops sustainability partnerships with the community and helps align PCC efforts with priorities in the wider community
17. Serves as a trusted resource on all matters related to sustainability
18. Engages in and promotes PCC's culture of diversity and inclusion, encompassing individuals of any heritage, identity, status or orientation and clearly communicates the links between climate change and social justice
19. Stays current on climate action, resiliency and environmental best practices. Participates in professional development and ongoing education in regards to sustainability.
20. Maintains a working knowledge of federal and State legislation pertaining to climate action, resiliency and environmental justice and reports on the impact to management

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Knowledge of principles and methods for promoting programs and services
5. Skill in analyzing data and drawing conclusions
6. Skill in effective communication (both written and oral)
7. Skill in independent decision making
8. Skill in organization, coordination and management
9. Skill in problem solving
10. Skill in people leadership and supervision
11. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
12. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content..

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's Degree in an Environmental related field of study required.
 - Master's Degree in a closely related field of study preferred.
 - Five (5) to eight (8) years of related experience required
 - Eight plus (8+) years of related experience preferred
 - Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above Five (5) to eight (8) years of related experience

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer

keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Works some evenings and weekends