

MAJOR FUNCTION

This is highly responsible professional, managerial, and administrative work directing the sustainability, resiliency, and code enforcement activities for the City of Tallahassee. Acts as the lead for establishing a sustainability and resilience vision supported by an actionable strategy and directs the related programs with internal and external partners to deliver results. Work is subject to direction of the Deputy City Manager or an Assistant City Manager with considerable independent judgment, discretion, and initiative in carrying out the daily operations of the department with efficiency and effectiveness. Work is reviewed through reports, conferences, observations, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Identifies, assesses and analyzes the greatest threats to the City of Tallahassee's public safety, systems reliability, environmental sustainability, and social & economic resilience. Develops and directs a cohesive, short-term and long-term sustainability and resilience strategy, overseeing the preparation and implementation of interdepartmental and multi-agency initiatives to address community-wide challenges, including specific outcomes, metrics, milestones and tools to prioritize and track implementation. Supervises, directs, plans, coordinates and instructs staff in the Sustainability, Community Resilience, and Code Enforcement divisions. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Prepares and administers the department's budget and approves all expenditures in accordance with budget. Prepares agenda items and makes presentations before the City Commission on policy and programs for City Commission action. Approves the selection, placement, promotion, grievance resolution and discipline of employees. Conducts performance evaluations and approves the award or denial of merit increases. Attends and participates in conferences and meetings of department heads, the City Commission, and others. Partners across City government and external agencies to promote synergy and to engage on shared challenges and opportunities on broader sustainability and resilience topics. Acts as the sustainability and resilience 'point person' ensuring the integration of resilience principles across all policies, programs, and projects. Provides policy and planning advice on resilience concepts and priorities in response to emerging trends and impacts. Represents the City's sustainability and resilience initiatives at public events. Implements outcome-based best practices, research, and evaluation tools. Provides data, innovative ideas, and strategic direction to achieve administration's goals.

Other Important Duties

Seeks funding for initiatives through grants, strategic partnerships and innovative financing mechanisms. Supports the development and coordination of emergency management policies, programs, and plans for mitigation, preparedness, response and recovery from natural, technological and man-made disasters. Performs essential personnel duties during emergency response. Serves on ad hoc and cross-functional teams to represent the department's position. Attends and participates in conferences and meetings as the City's representative. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of urban sustainability and resilience principles, strategic planning and operations in the areas of public policy, urban planning, environmental, economic or community development. Knowledge of local, state and federal laws, rules and regulations. Knowledge of local, state and federal government policy and decision-making processes. Knowledge of project management techniques and applications. Ability to function across multiple sectors and disciplines to drive effective collaboration. Ability to negotiate and influence outcomes with the ability to use discretion

and judgment in a dynamic business and political environment. Knowledge and understanding of the political, business and non-profit cultures and actors. Ability to effectively allocate resources to deliver strategic planning objectives. Skill in analytical, strategic and lateral thinking. Ability to take the initiative, drive changes and implement innovations. Ability to develop, manage and maintain action plans, supporting programs, projects and associated budgetary and financial management requirements. Ability to manage diverse teams consisting of staff, government officials, community leaders as well as consultants or contractors. Ability to communicate effectively, both orally and in writing, and maintain records and prepare reports. Ability to assign and review the work of employees and provide proper instructions in a manner conducive to improved performance and high morale. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusions. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Bachelor's degree in public or business administration, public safety, political science, economics, emergency management, sustainability, urban or regional planning or related field and 8 years of experience in strategic planning and operations, public policy, urban planning, economic or community development or direct resiliency experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 03-31-17
Revised: 06-29-17
11-10-18