



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, April 1, 2025

4:45 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

March 4, 2025

Attachments: [2A March 4, 2025 Minutes \(draft\)](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Network Architect (new)

Attachments: [4A1 Network Architect \(new\)](#)

4A(2) Sustainability Officer (revised)

Attachments: [4A2 Sustainability Officer](#)

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

6C. ISD 709 Notice of Termination (February 28, 2025)

Notice: Item 6C ISD 709 Notice of Termination (February 28, 2025) will be distributed to members at the Civil Service Board meeting.

6D. ISD 709 Notice of Termination (March 4, 2025)

Notice: Item 6D ISD 709 Notice of Termination (March 4, 2025) will be distributed to members at the Civil Service Board meeting.

7. NEXT REGULAR MEETING SCHEDULED

May 6, 2025

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, March 4, 2025

4:45 PM

Council Chambers

1. ROLL CALL

Members Present: Ryan Logan (Chair), John Strongitharm, Cliff Tanner
HR Staff Present: Heather DuVal, Aimee Ott, Amber Royer Henderson

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

December 3, 2024

Indexes:

Attachments: [2A December 3, 2024 Minutes \(draft\)](#)

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

Senior Landscape Architect

Indexes:

Attachments: [4A1 Senior Landscape Architect \(New\)](#)

This Civil Service Board item was approved.

Unhoused Response Coordinator (New)

Indexes:

Attachments: [4A2 Unhoused Response Coordinator \(NEW\)](#)

This Civil Service Board item was approved.

Water Plant Maintenance Operator (New)

Indexes:

Attachments: [4A3 Water Plant Maintenance Operator \(New\)](#)

This Civil Service Board item was approved.

Utility Operator (Revised)

Indexes:

Attachments: [4A4 Utility Operator \(Revised\)](#)

This Civil Service Board item was approved.

Utility Operator Apprentice (Revised)

Indexes:

Attachments: [4A5 Utility Operator Apprentice \(Revised\)](#)

This Civil Service Board item was approved.

4B. Election of Officers

4B1. Chairperson

John Strongitharm was nominated as Chairperson.

This Civil Service Board item was approved.

4B2. Vice Chairperson

Cliff Tanner was nominated as Vice Chairperson.

This Civil Service Board item was approved.

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

This Civil Service Board item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Civil Service Board item was received.

6C. ISD 709 Notice of Termination (December 30, 2024)

This Civil Service Board item was received.

6D. ISD 709 Notice of Suspension Without Pay (February 14, 2025)

This Civil Service Board item was received.

7. NEXT REGULAR MEETING SCHEDULED

April 1, 2025

8. ADJOURNMENT

4:48 p.m.



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802



218-730-5210



hrinformation
@duluthmn.gov

DATE: February 25, 2025
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Network Architect

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF NETWORK ARCHITECT.

Background Information/Summary of Job

The new job classification of Network Architect is being created to assist with the extremely specialized network architecture we have due to the customization required in managing a network where we run police, SCADA, and credit cards alongside libraries, lighting controls and HVAC monitoring. This position will research and analyze emerging technologies to design, support, implement and maintain the integrity, scalability, and stability of the City LAN/WAN data and telecommunications network systems.

The new job description has been shared with the Basic Union, and they agree with what is proposed.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Water Plant Maintenance Operator.

Network Architect

SUMMARY/PURPOSE

To understand the business requirements with advanced professional work researching and analyzing emerging technologies to design, support, implement and maintain the integrity, scalability, and stability of the City LAN/WAN data and telecommunications network systems. This involves architecting multiple secure networks to operate efficiently across the organization, managing the installation, monitoring, maintenance, support, and optimization of all network hardware, software, and communication links; as well as the mentoring and training peers as required. This classification also participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with the City's goals, industry best practices, and regulatory requirements.

DISTINGUISHING FEATURES OF THE CLASS

Employees at the architect level are distinguished from Network Administrators by their level of technical expertise and long-range impact of the assigned duties. Network Architect work includes directing technical planning and design activities, including validation and verification of network strategies, cost analysis, risk assessment, and compatibility. The Network Architect may serve as a technical expert and be called upon to research and resolve issues escalated by other technology support groups, as well as recommend long-term strategic decisions to City technology. Positions at this level exercise more independent discretion and judgment in matters related to work.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform network architecture and design to include all City of Duluth enterprise networked systems, network fiber interconnect, and other network operations.
2. Lead advanced technical project teams and contractors, with engineering emphasis on routing/switching, system buildouts, and systems security and reliability. Plan, assign, direct, and coordinate work efforts by developing project plans, timetables, and staff requirements.
3. Review and evaluate performance data to ensure sufficient network resources are available in support of current requirements; develop strategies for identifying and increasing resources when necessary.
4. Provide long-range strategic planning for new and innovative networking technologies, including research and development of alternative architectures, new infrastructure framework, and engineering strategy while monitoring the impact of technological developments.
5. Formulate and define next generation infrastructure for the City's data networks, in support of the applications and security systems that support the City's business mission, information technology functions and services.
6. Develop criteria and oversee design and development of prototypical lab environments for the purpose of providing testing and training platforms of new networking technologies by network, systems, and operations staff.
7. Aid in the development, implementation, and maintenance of policies, procedures, and associated training plans for network administration and usage.

8. Interact, negotiate, and build positive relationships with vendors, outsourcers, and contractors to secure network products and services.
9. Ensure network connectivity of all systems, workstations, telephony equipment, SCADA, traffic signals, vehicle technology operations, City surveillance solutions, and other network devices.
10. Manage all network hardware and equipment, including routers, switches, wireless controllers, firewalls, and UPSs.
11. Recommend, schedule, and perform network improvements, upgrades, and repairs to include network improvement equipment on water towers, streetlights, cell towers, roofs, bridges and within construction sites in all weather conditions.
12. Participate in managing all network security solutions.
13. Act as an IT infrastructure team lead including the training and mentorship of Network Administrators.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Coordinate with various City departments and other government agencies to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. In collaboration with the supervisor, organize and direct the work activities project teams, and determine work priorities, assignments, and work schedules.
18. Establish and maintain positive working relationships with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Graduation from an accredited technical school or college/university with a degree in the field of computer science, management information systems, or related discipline and five (5) years of progressively responsible, verifiable experience in technology system support, including at least two (2) years of full-time experience in network design, implementation, and maintenance; OR
 - B. Eight (8) years of full-time, verifiable experience in network design, implementation, and maintenance; OR
 - C. A combination of verifiable education and experience equaling eight (8) years which demonstrates possession of the knowledge, skills, and abilities required for this position.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Extensive hands-on technical knowledge of network systems, protocols, and standards such as TCP/IP, OSPF, 802.1x, SIP, etc.
 - B. Strong knowledge of network management, performance, security and analysis tools.
 - C. Extensive hardware, software, and network connection troubleshooting knowledge.

- D. Extensive knowledge of firewalls, intrusion detection systems, and other network security measures.
 - E. Knowledge of applicable government data privacy practices laws, CJIS Security, and PCI compliancy requirements.
 - F. Knowledge of the organization's goals and objectives.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
 - J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - K. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Skill at installing/configuring firewalls, switches, routers, bridges, and other networking infrastructure.
 - B. Skill at working in a multi-site switched and routed environment.
 - C. Skill with LAN, WAN, WLAN, and WWAN design and implementation.
 - D. Skill with network capacity planning, network security principles, and general network management best practices.
 - E. Skill and experience with network capacity planning, network security principles, and general network management best practices.
 - F. Skill at leading in a team-oriented, collaborative environment.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time and the time of others.
 - I. Skill in completing assignments accurately and with attention to detail.
 - J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to conduct research into networking issues and products.
 - B. Ability to analyze and problem-solve complicated network trouble.
 - C. Ability to effectively prioritize and execute tasks in a high-pressure environment.
 - D. Ability to present ideas in business-friendly and user-friendly language.
 - E. Ability to provide excellent customer service.
 - F. Ability to design, oversee, monitor, and maintain network operations, including high-availability and resilient network architectures.
 - G. Ability to evaluate and make recommendations on network-related hardware and application software packages.
 - H. Ability to effectively communicate on a one-to-one basis and with groups to obtain or provide information related to user needs.
 - I. Ability to be self-motivated and a strong team leader while prioritizing and executing tasks in a high-pressure environment.
 - J. Ability to plan, direct, assign, supervise and evaluate project teams and task forces.

- K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- L. Ability to communicate effectively both orally and in writing.
- M. Ability to recognize, analyze, and solve a variety of problems.
- N. Ability to organize and prioritize work while meeting multiple deadlines.
- O. Ability to handle difficult and stressful situations with professional composure.
- P. Ability to work successfully as a member of a team and independently with minimal supervision.
- Q. Ability to train and lead others.
- R. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- S. Ability to enforce safety rules and regulations.
- T. Ability to maintain confidential information.
- U. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- V. Ability to attend work as scheduled and/or required.
- W. Ability to be available for standby and/or callback.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

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hrinformation
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DATE: March 28, 2025

TO: Civil Service Board

FROM: Matt Silverness
Human Resources Manager

SUBJECT: Revised Job Classification of Sustainability Officer

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF SUSTAINABILITY OFFICER.

Background Information/Summary of Job

The Sustainability Officer job classification was created in 2019. The job description is being updated to reflect necessary changes before we run the selection process to fill the current vacancy. The purpose of this position is to direct and coordinate the management, implementation, and advancement of the City's sustainability and resiliency program across all aspects of City operations. This position is responsible for enhancing City policies, programs, and initiatives that promote environmental sustainability, energy efficiency, resilient transportation systems, and sustainable utility management. The Sustainability Officer will also advise on ordinances and resolutions and develop related City initiatives. Additionally, this position will serve as a liaison to the broader business community, fostering collaboration on sustainability and resiliency for City of Duluth energy use, transportation, and utilities.

The proposed revisions to this job description were discussed with the Supervisory Union and they are supportive of these changes.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Sustainability Officer.

Sustainability Officer

SUMMARY/PURPOSE

To direct and coordinate the management, implementation, and advancement of the City's sustainability and resiliency program across all aspects of City operations. This position is responsible for enhancing City policies, programs, and initiatives that promote environmental sustainability, energy efficiency, resilient transportation systems, and sustainable utility management. The Sustainability Officer will also advise on ordinances and resolutions and develop related City initiatives. Additionally, this position will serve as a liaison to the broader business community, fostering collaboration on sustainability and resiliency for City of Duluth energy use, transportation, and utilities.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and manage the City's sustainability and resiliency initiatives, including policy development, implementation, and monitoring.
2. Serve as the City's primary liaison on sustainability and resiliency matters, to include engaging with elected officials, agencies, businesses, and residents.
3. Secure and manage grant funding of sustainability efforts, ensuring compliance, reporting, and financial oversight.
4. Conduct policy analysis and advocacy on sustainability and resiliency issues, and act as a technical resource when needed.
5. Communicate sustainability and resiliency goals and progress through public outreach, reports, and informational materials.
6. Develop and track sustainability metrics to measure and report progress.
7. Advise department heads on integrating sustainable practices and evaluating cost-effective investments.
8. Promote sustainability within City operations, providing training and support to employees.
9. Deliver related presentations to City Council, boards, commissions, and other community stakeholders.
10. Supervise and support assigned staff, providing clear direction, coaching, and performance management. Oversee personnel decisions, including hiring, assignments, and disciplinary actions as needed.
11. Work with all City departments to identify, secure and leverage funding for sustainability efforts.
12. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Environmental Science, Physical Science, Natural Science, Biological Science, Urban Planning, Public Administration, or equivalent; and five (5) years of professional program management experience in sustainability environmental or related field, including working in sustainability principles, environmental management and outreach, and/or climate change.
 - B. Master's degree is preferred.

- C. Proven ability to secure, administer and evaluate state, federal, and private foundation grants.
2. License Requirements
- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
- A. Considerable knowledge of current models and programs for urban sustainability, including federal and state policies and measurement/monitoring of sustainability.
 - B. Knowledge of climate science, principles of energy and environmental management, and economic development.
 - C. Extensive familiarity with cutting-edge environmental, sustainability, and resiliency practices.
 - D. Knowledge of public administration and public policy development, including government financing mechanisms and intergovernmental relations.
 - E. Knowledge of project and program management principles.
 - F. Knowledge of techniques to educate employees, citizens, businesses, and stakeholders.
 - G. Knowledge of organizational change management strategies and methods.
 - H. Knowledge of principles and practices of organization, administration, and personnel management including training and performance evaluation.
 - I. Knowledge of the principles of budgeting and finance.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
 - M. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - N. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - O. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
- A. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens, and other customers.
 - B. Strong presentation skills to a wide variety of audiences on environmental policy and issues.
 - C. Strong written and oral communication skills.
 - D. Strong negotiation skills and the ability to mediate differences, reach appropriate decisions, and drive processes and projects forward.
 - E. Strong organizational skills.
 - F. Skill in applying sound business judgment in decision-making.
 - G. Skill in maintaining compliance with applicable regulations and policies.
 - H. Strong supervisory and management skills.
 - I. Skill in grant writing and securing funds.
 - J. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - K. Skill in managing one's own time and the time of others.
 - L. Skill in completing assignments accurately and with attention to detail.
 - M. Skill in mediation and dispute resolution.
 - N. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - O. Skill in motivating, developing, and leading people.
5. Ability Requirements

- A. Ability to lead, organize, and manage multiple projects.
- B. Ability to direct/support systems analysis, strategic planning processes, and organization development processes.
- C. Ability to effectively analyze and develop programs, policies, and initiatives.
- D. Ability to secure and manage grant funding, ensuring compliance, reporting, and financial oversight.
- E. Ability to understand the management and policy implications involved in program issues and make recommendations.
- F. Ability to collaborate across disciplines, public agencies, community stakeholders, and the private sector to meet development objectives.
- G. Ability to develop performance measurement systems and initiate continuous improvement processes.
- H. Ability to design and prepare graphic presentations.
- I. Ability to read and understand technical and legal documents.
- J. Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.
- K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- L. Ability to communicate and interact effectively with members of the public.
- M. Ability to communicate effectively both orally and in writing.
- N. Ability to recognize, analyze, and problem-solve a variety of situations.
- O. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- P. Ability to handle difficult and stressful situations with professional composure.
- Q. Ability to establish goals and objectives.
- R. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- S. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- T. Ability to manage a budget and work within the constraints of that budget.
- U. Ability to enforce safety rules and regulations.
- V. Ability to maintain confidential information.
- W. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- X. Ability to exercise sound judgment in making critical decisions.
- Y. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- Z. Exhibits leadership qualities of dependability and accountability.
- AA. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Supervisory	EEOC: Professionals	CSB: 04/02/2025	Class No: 1381
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

Sustainability Officer

SUMMARY/PURPOSE

To direct and coordinate the management, implementation, and ~~and further development/advancement~~ of the City's sustainability and resiliency program ~~into across~~ all aspects of City operations ~~and community life~~. ~~This position will develop ordinances, regulations, and associated programs while serving as the primary liaison to the business community on sustainability efforts.~~ This position is ~~also~~ responsible for ~~improvement of enhancing~~ City policies, programs, and initiatives that promote ~~local~~ environmental sustainability, energy, ~~economic~~, efficiency, resilient transportation systems, and sustainable utility management. The Sustainability Officer will also ~~advise on ordinances and social resolutions and~~ develop related City initiatives. Additionally, this position will serve as a liaison to the broader business community, fostering collaboration on sustainability and resiliency for City of Duluth energy use, transportation, and utilities.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ~~DirectLead~~ and ~~coordinate the manage~~ the City's sustainability and resiliency initiatives, including policy development, implementation, and monitoring ~~of the City's sustainability initiatives and programs, including ordinances, regulations, and funding initiatives.~~
2. ~~ActServe~~ as the City's primary liaison on sustainability topics and resiliency matters, to private organizations ~~and other government~~ include engaging with elected officials, agencies, businesses, and residents.
3. ~~Directly develop, Secure and manage, and promote grant funding of~~ sustainability initiatives ~~efforts, ensuring compliance, reporting, and programs financial oversight.~~
4. Conduct policy analysis, ~~development, and advocacy~~ on sustainability and resiliency issues, and act as a technical resource when needed.
5. Communicate sustainability and resiliency goals and progress ~~to the through~~ public outreach, reports, and prepare public information/informational materials.
6. Develop and implement mechanisms to track sustainability metrics to measure and report progress in achieving environmental.
- 6.7. Advise department heads on integrating sustainable goals and objectives/practices and evaluating cost-effective investments.
1. ~~Provide expert level support to department and division heads on sustainability efforts and in identifying ways department/divisions may be more sustainable.~~
2. ~~Evaluate proposed sustainability measures to prioritize investment through life cycle costing, cost/benefit analysis, or other matrix prior to implementation.~~
3. ~~Serve as an environmental liaison to elected officials, and interact with elected officials, government agencies, and other organizations regarding sustainability policies and projects.~~
- 7.8. Promote sustainability with employees in the within City and as a part of the City's culture, and provide operations, providing training and support for City staff as needed to employees.
4. ~~Serve as a technical resource on sustainability initiatives.~~
5. ~~Write grant applications.~~
9. Make/Deliver related presentations to City Council, boards and, commissions, and other community stakeholders.

- ~~10. Supervise and support assigned staff, providing clear direction, coaching, and performance management. Oversee personnel decisions, including hiring, assignments, and disciplinary actions as needed.~~
- ~~8.11. Work with all City departments, and applicable business and community organizations to identify, secure and leverage funding for sustainability efforts.~~
- ~~6. Manage employee performance, and provide training, coaching, and mentoring for employees.~~
- ~~7. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.~~
- ~~8. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.~~
- ~~9. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.~~
- ~~10. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.~~
- 9.12. Other related duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Environmental Science, Physical Science, Natural Science, Biological Science, Urban Planning, Public Administration, or equivalent; and five (5) years of professional program management experience in sustainability environmental or related field, including working in sustainability principles, environmental management and outreach, and/or climate change.
 - B. Master's degree is preferred.
 - C. Proven ability to secure, administer and evaluate state, federal, and private foundation grants.
2. License Requirements
 - ~~A. Possession of~~Possess and maintain a valid Minnesota Class "D" driver's license or ~~equivalent~~privilege.
3. Knowledge Requirements
 - A. Considerable knowledge of current models and programs for urban sustainability, including federal and state policies and measurement/monitoring of sustainability.
 - B. Knowledge of climate ~~change~~ science, principles of energy and environmental management, ~~social behavior change~~, and economic development.
 - C. Extensive familiarity with cutting-edge environmental ~~and~~ sustainability, and resiliency practices.
 - D. Knowledge of public administration and public policy development, including government financing mechanisms and intergovernmental relations.
 - E. Knowledge of project and program management principles.
 - F. Knowledge of techniques to educate employees, citizens, businesses, and stakeholders.
 - G. Knowledge of organizational change management strategies and methods.
 - H. Knowledge of principles and practices of organization, administration, and personnel management including training and performance evaluation.
 - I. Knowledge of the principles of budgeting and finance.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.

- M. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- N. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- O. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- A. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens, and other customers.
- B. Strong presentation skills to a wide variety of audiences on environmental policy and issues.
- C. Strong written and oral communication skills.
- D. Strong negotiation skills and the ability to mediate differences, reach appropriate decisions, and drive processes and projects forward.
- E. Strong organizational skills.
- F. Skill in applying sound business judgment in decision-making.
- G. Skill in maintaining compliance with applicable regulations and policies.
- H. Strong supervisory and management skills.
- I. Skill in grant writing and securing funds.
- J. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- K. Skill in managing one's own time and the time of others.
- L. Skill in completing assignments accurately and with attention to detail.
- M. Skill in mediation and dispute resolution.
- N. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- O. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to lead, organize, and manage multiple projects.
- B. Ability to direct/support systems analysis, strategic planning processes, and organization development processes.
- C. Ability to effectively analyze and develop programs, policies, and initiatives.
- D. Ability to secure and manage grant funding, ensuring compliance, reporting, and financial oversight.
- ~~D-E.~~ Ability to understand the management and policy implications involved in program issues and make recommendations.
- ~~E-F.~~ Ability to collaborate across disciplines, public agencies, community stakeholders, and the private sector to meet development objectives.
- ~~F.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to develop performance measurement systems and initiate continuous improvement processes.
- ~~H.~~ Ability to use good judgment in decision-making.
- ~~I.~~ Ability to analyze and solve problems.
- ~~J-H.~~ Ability to design and prepare graphic presentations.
- ~~K-I.~~ Ability to read and understand technical and legal documents.
- ~~L-J.~~ Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.

6. Physical Ability Requirements

- K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- L. Ability to ~~work~~ communicate and interact effectively with members of the public.
- M. Ability to communicate effectively both orally and in writing.
- N. Ability to recognize, analyze, and problem-solve a variety of situations.
- ~~A.O.~~ Ability to consistently and independently ~~to complete assignments from minimal information and general instructions~~ prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- ~~B.~~ Ability to sit or stand for extended periods of time.
- ~~C.~~ Fine dexterity of hands and fingers to operate a computer keyboard, calculator, and other office equipment.
- ~~D.~~ Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- ~~E.~~ Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- P. Ability to ~~hear~~ handle difficult and speak sufficiently to exchange information in person stressful situations with professional composure.
- ~~F.Q.~~ Ability to establish goals and by telephone objectives.
- ~~G.R.~~ Ability to ~~see to read, prepare, set expectations and proofread documents~~ provide training in safe and proper work methods, development, and coaching for accuracy employees.
- S. Ability to transport oneself to, from, and around sites interpret and apply laws, contracts, regulations, policies, and procedures.
- T. Ability to manage a budget and work within the constraints of public meetings, programs, and projects that budget.
- U. Ability to enforce safety rules and regulations.
- V. Ability to maintain confidential information.
- W. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- X. Ability to exercise sound judgment in making critical decisions.
- Y. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- ~~H.Z.~~ Exhibits leadership qualities of dependability and accountability.
- ~~I.AA.~~ Ability to attend work on a regular basis as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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