

# JOB DESCRIPTION

## City of Green Bay

Position Title	Resiliency Coordinator
Department	Department of Public Works
Reports To	Utility Manager
Supervises	None
Position Status	Exempt
Salary Range	Pay Grade J
Job Summary	The position will work to create and sustain structures, systems and resources, which enable resiliency in the City of Green Bay and among its residents. In addition, the position embraces sustainable practices and policies in area governments, within the community, and through the services and infrastructure that is provided. Under direction, the position performs work of considerable difficulty promoting resiliency and sustainability within the City to protect and optimize the City's natural resources and built environments.
Essential Functions	<ol style="list-style-type: none"> <li>1) Develops a strategic resilience plan with milestones, metrics, and develops outcome-based best practices.</li> <li>2) Crafts, articulates and communicates a vision of resiliency and sustainability for the City.</li> <li>3) Reports on progress towards key resiliency milestones, and creates reports for internal and external audiences.</li> <li>4) Based on the resiliency plan, develops initiatives in conjunction with multiple departments, the City's Sustainability Commission, City Council, and residents and businesses to implement the plan.</li> <li>5) Researches and evaluates community opinions and communicates findings to appropriate City leadership, including Mayor and Common Council</li> <li>6) Manages and supports the City's Sustainability Commission's mission by engaging elected officials, staff, and other employees in resiliency and sustainability efforts</li> <li>7) Works with other City committees, commissions and boards to educate members on relevant initiatives. Provides support in the areas of research, goal development, practices and policies.</li> <li>8) Assists departments in identifying and implementing best practices in their operations.</li> <li>9) Assists departments with public outreach concerning vision, planning and implementation of a resiliency plan.</li> <li>10) Represents the City at various events and activities, and presents information at public meetings to residents, business owners, and City Council and committee meetings.</li> <li>11) Identifies equity implications for the community, and incorporates equitable practices into proposed programs, policies, rules, services, operations, initiatives, and partnerships.</li> <li>12) Builds resiliency at the neighborhood level by educating residents and fostering preparedness.</li> <li>13) Researches, applies for, and administers grants which further develops and</li> </ol>

	<p>improves the City's resiliency and sustainability initiatives.</p> <p>14) Establishes relationships with existing organizations engaged in relevant initiatives.</p> <p>15) Creates meaningful partnerships that leverages existing resources and increase awareness of the City's efforts.</p> <p>16) Performs all other duties as assigned.</p>
Knowledge, Skills And Abilities	<ul style="list-style-type: none"> <li>▪ Knowledge of State and Federal grants and grant administration. Knowledge of current conservation concepts, technology, and development in the areas of resiliency and sustainability. Knowledge of applicable Local, State, and Federal laws. Knowledge of local government organization and its departmental operating requirements.</li> <li>▪ Considerable skill and ability to communicate effectively both orally and in writing. Skill in making public presentations. Skill in collection, preparation, and analysis of program performance and financial data.</li> <li>▪ Ability to build consensus and coalitions among diverse stakeholders with strong skills in the areas of process improvement, conflict resolution and management, public relations and advising committees, boards, governing bodies, and City staff.</li> <li>▪ Ability to establish and maintain effective working relationships with staff and members of the public. Ability to work the required core hours of the position along with occasional meetings that occur outside the normal business day. Ability to proficiently utilize a computer and the required software.</li> </ul>
Minimum Education And Experience	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in natural or environmental science or studies, environmental management, environmental engineering, urban planning, sustainability or resiliency studies, public policy, or related field. Master's Degree preferred.</li> <li>▪ Three or more years of work experience in sustainability or resiliency policy and program development, social and environmental sustainability, research and analysis, planning, and project management or related experience.</li> <li>▪ A combination of equivalent experience and/or education may be considered.</li> </ul>
Physical Requirements	<p>Ability to perform the following activities:</p> <ul style="list-style-type: none"> <li>▪ Lifting and carrying up to 10-20 pounds.</li> <li>▪ Frequent standing and sitting.</li> <li>▪ Ability to focus for long period of time on projects.</li> <li>▪ Ability to reach, stoop and lift.</li> </ul>
<p>The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.</p>	
_____	_____
Employee Name (please print)	Date
_____	
Employee Signature	