



SALARY AND BENEFITS

\$5,192- \$6,959/ Month DOE

The City of Mill Valley is pleased to offer a comprehensive benefits package that includes health, dental, life, and long-term disability insurances, a 457-deferred compensation plan, retirement through CalPERS and generous leave.

THE OPPORTUNITY

The **Climate Action (Sustainability) Coordinator** will have the unique opportunity to advance climate change and sustainability initiatives in two local agencies. The position is employed by the City of Mill Valley as a Management Analyst I (assigned as the Climate Action coordinator) and will work approximately 0.50 FTE (full-time equivalent) on City of Mill Valley initiatives, as well as provide 0.50 FTE in services to the Town of Tiburon. The incumbent will report to the City/Town Managers for each assignment and will be responsible to staff and make reports and presentations to Climate Action Committees for each agency.

THE POSITION

Under general direction, the **Climate Action (Sustainability) Coordinator** leads efforts to organize, manage, and implement the Green House Gas (GHG) emission reduction measures and adaptation plans established in the Climate Action Plans (CAPs) for the City of Mill Valley and the Town of Tiburon. The coordinator will combine their expertise in climate action, community organizing, and local policy development to achieve the following objectives:

1. Work with City/Town departments to educate and employ CAP measures through operations and annual Work Plans.
2. Implement CAP measures and provide research and analysis to further the City/Town climate commitments.
3. Provide outreach materials on a regular and ongoing basis about sustainability-related items such as CAP measures, sustainability tips, rebate programs and local events.
4. Develop programs to implement climate actions within the community and identify grant and partnership opportunities on an ongoing basis.

Examples of Essential Duties (include but are not limited to):

Internal - work with City/Town departments to implement and operationalize Climate Action Plan (CAP):

- Work with managers and key staff members to assess and achieve department goals as they relate to the CAP.
- Monitor for new opportunities for climate, sustainability, and environmental action in municipal policy, infrastructure, and programming.
- Identify and pursue partnerships for programs, collaborations, grant opportunities, and other revenue streams on an ongoing basis.
- Implement and oversee SB 1383 requirements.

Community-facing - develop programs to support the community's implementation of climate actions:



- Work with sustainability leaders, working groups and/or committees to discuss outreach opportunities and manage implementation of the CAP.
- Coordinate or lead public education programs
- Develop and manage social media presence
- Develop regular content for City/Town news and updates

General duties - the following duties serve both internal and external efforts:

- Attend public meetings or events on evenings, weekends, and/or holidays as required
- Remain "current" on climate strategies and best practices; develop/maintain partnerships, programs, and networks
- Compose engaging, accurate, persuasive, and informative reports and presentations to elected or appointed officials
- Perform related duties as assigned

THE IDEAL CANDIDATE

The ideal candidate is self-motivated, detail oriented, and comfortable working both independently and on a team. He/she is demonstratively passionate about sustainability, and adept at communication and program development.

Recommended experience and training includes:

- Bachelor's degree in planning, political science, environmental science, education, conservation, or similar areas of study.
- Minimum two years of increasingly responsible experience in an area of sustainability or climate change work.

Please see Management Analyst I Job Description for complete information on the job and requirements.

APPLICATION INSTRUCTIONS

1. Deadline: Monday, February 27, 2023 @ 5PM.
2. To apply, please visit www.CalOpps.org.
3. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

FOR QUESTIONS PLEASE CONTACT:

Seth Allingham, Human Resources Manager
sallingham@cityofmillvalley.org

The City of Mill Valley is an Equal Opportunity Employer.