



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation, or Sub-unit thereof.

Meeting: **SUSTAINABILITY, ENERGY AND ENVIRONMENT COMMITTEE**

Members: Mary Kluz (C), Carol Lukens, Jean Abreu, Jay Coldwell, Christine Daniels, Jesse Kearns

Location: Maple Room of Wausau City Hall, 407 Grant Street.

Date/Time: **Thursday, July 11, 2024 at 5:00 p.m.**

1. Welcome and Introductions
2. Public Comment
3. Approval of the Minutes of the May 2 & June 06 Meeting
4. Discussion and Possible Action: Report to City Council
5. Discussion and Possible Action: Sustainability Manager position creation
6. Discussion and Possible Action: GHG discussions with Department Directors
7. Update: EECBG status
8. Next meeting date: Aug 1 or Aug 8
9. Adjourn

It is likely that members of, and a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau will be in attendance at the abovementioned meeting to gather information. **No action will be taken by any such groups.**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261- 6622 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

Questions regarding this agenda may be directed to the City Planning Office @ (715) 261-6760.

This Notice was posted at City Hall and emailed to the Media on 07/05/2024

Any person wishing to offer public comment may email City Clerk Kaitlyn Bernarde at clerk@ci.wausau.wi.us with "SEEC comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

Other Distribution: Media, Alderpersons, Mayor, City Departments

MINUTES

May 2, 2024

Members Present: Jay Coldwell, Jean Abreu, Carol Lukens, Mary Kluz, Jesse Kearns

Others Present: Andrew Lynch, Brad Lenz, Doug Diny

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the Wausau Daily Herald in the proper manner.

1. Welcome and Introductions

Meeting started at 5:02 pm

2. Public Comment

n/a

5. Discussion and Possible Action: Green Tier Legacy Community Scorecard Actions

Included in the packet are the Supporting Actions from the GTLC scorecard. Lynch suggested that the committee did not have to wait for the Climate Action Plan to act. Out of 130 actions on the list, the City may be already doing some, some are more difficult, some are not applicable to Wausau but there should be something that could be started as a 'low-hanging fruit'. Kearns noted the Universal Design item LUSA-8 might be well accepted in our community. Coldwell asked if all the actions could be charted out to measure the ease of doing them versus the impact. Lenz noted that we may not need to chart each action because they may not apply or are already being done. The committee discussed that looking at the larger long-term picture is more effective. Lukens was interested in doing something with the requirement of clean energy in development agreements. Kluz would like to compare the GTLC scorecard from 2022 to 2023 and use that to help select Supporting Actions.

6. Discussion and Possible Action: Development of questionnaire for city departments

Kluz envisions a discussion with department heads to see how the committee can best support them in pursuing the GHG resolution goals and items that are important to their department mission. Lenz suggested that Mayor Diny should be involved as the head of staff because he did ask, as an alder, that the GHG resolution not just sit. Kearns offered to pull out actions from the GTLC that might seem likely to be discussed by the department heads. The questions were suggested "What do you see for opportunities from the GTLC scorecard items?" and "What are the future challenges to providing city services because of climate change?". Lenz suggested further defining what the changes and challenges would be. Lynch will clean up the questions and bring them back to the next meeting. Lenz suggested that this could be more informal and more of a conversation with up to 2 committee members, staff, and the department head. Coldwell will produce a summary of the general direction of climate change to provide context for the department heads. Diny offered to push this information out during a department head meeting. He also suggested that Eric Lindman of DPW and MaryAnne Groat of Finance would have the most impact to talk with.

13. Next meeting date: June 6

14. Adjourn

Motion/Second by Kearns/Coldwell. Approved unanimously. Adjourned at 6:24 pm

MINUTES

June 6, 2024

Members Present: Jay Coldwell, Jean Abreu, Mary Kluz, Christine Daniels

Others Present: Andrew Lynch, Doug Diny, Raymond Daniels, Dora Gorski, Mary Hoffman

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the Wausau Daily Herald in the proper manner.

1. Welcome and Introductions

Meeting started at 5:00 pm

2. Election of Committee Chair

Coldwell nominated Kluz. Kluz accepted. No other nominations. All voted in favor of Kluz as chair.

3. Public Comment

n/a

4. Discussion and Possible Action: Slow Your Mow updates and next steps

The Slow Your Mow graphic was sent to all committee members. Lynch suggested they could post it on social media to help promote. The graphic was made by Danielle Taube from Roastar. Abreu asked if there could be a press release and media interest in the Slow Your Mow effort Alder Lukens could be the contact. Coldwell asked if signs could be made to help promote effort. Lynch noted that funding would have to be allocated or we could charge for the signs. Kluz would prefer that the signs not be plastic. Daniels offered to research an alternative. Diny suggested the videographer could make some promotional videos. Staff should make Parks aware of this as well in case they are asked questions regarding their own practices.

5. Discussion and Possible Action: Solar Array update – Jay Coldwell

Coldwell is a member of the Task Force and they recently made a recommendation for Scenario 1A that would have the shortest payback period of 10-15 years. Their goal was to have no impact on water rates and they could structure the debt payments with savings. They are going to make an ARPA request for financing. There is also an effort to have a prairie grass installation around the panel site to promote a healthy eco-system and reduce maintenance.

6. Discussion and Possible Action: Communications with City Council

The committee desires to make a report to the Common Council regarding their activities since the GHG resolution. Lynch noted they could write a report on the Slow Your Mow, EJ resources, WLGCC, Green Tier, GHG energy data and update, block grant funds for Climate Action Plan, and planned meetings with Directors. Kluz thought it would be better to report soon since there are new members so they could understand how the committee serves the constituents. Lynch noted that even with Council only meeting once per month during the summer shouldn't be an issue to make a short report. Kluz suggested also

discussing some of the challenges staff and committee have faced. Lynch agreed and noted that sustainability is such an involved and deep topic area that he feels there may be funding left on the table. Kluz suggested a discussion of Sustainability Manager. Such a position could implement the Climate Action Plan and make sure that initiatives are followed and opportunities are found for funding and technology. Committee asked staff to come back at the next meeting with an example job description and information so they could make a resolution on sending it to the HR committee. Coldwell suggested that a position like that could pay for itself. Lynch agreed but didn't know how to prove it. Diny noted that there is a need for a Grants writer and maybe that could be half of the position. Abreu asked if Stevens Point and Wausau could share. Lynch suggested there could be a shared position between Wausau and Marathon County and perhaps other communities.

7. Discussion and Possible Action: Development of survey for city departments

Kluz suggested this not be considered a survey but a conversation. Kluz and Coldwell pulled together a report from 2021 to provide context on what is likely to happen in NC Wisconsin because of climate change. The WICCI report is in the packet. Kluz noted they would like a list of things from the departments that the committee could advocate for. The conversation questions are a start and there may be more as these interviews are done. Coldwell suggested also discussing that north of Madison, Wisconsin there will be less change than other areas of the country and are there ways the City is preparing for that event. Lynch said the context and questions would be provided to directors ahead of time, the meeting scheduled, and other staff included as needed. Daniels asked who from the committee would be at this meeting. It would be a staff member and up to two committee members. Lynch noted the timeline may stretch out due to time coordination and summer schedules.

8. Discussion and Possible Action: Membership & meeting time update

Lynch welcomed Christine Daniels as a new member. There is still one spot open. Applicants should fill out the Citizens Participation Form on the City website.

9. Next meeting date: TBD

The committee suggested meeting next on July 11 to avoid the 4th of July holiday. Staff will check date for availability and notify.

10. Adjourn

Motion/Second by Abreu/Coldwell. Approved unanimously. Adjourned at 6:16 pm



COMMITTEE REPORT

To: Common Council
From: Sustainability, Energy, and Environment Committee
Date: July ##, 2024

Report to Council

SEEC Membership

Mary Kluz – Chair
Carol Lukens
Jean Abreu

Jay Coldwell
Christine Daniels
Jesse Kearns

MC 2.60.290 (a) Purpose. Created to act as an advisory body to the Common Council in the development of policies, programs, and decisions that affect the relationship between the City and the environment. (Ord. 61-5789 §2, 2018)

Current Initiatives

Environmental Justice data

In April of 2024 all Alders were provided a report regarding EJ data for their district as required by the EJ resolution. This information was obtained through the EPA's EJ Screen tool. Staff is available to answer further questions about that information as needed.

Membership in DNR Green Tier Legacy Community program

The City has been a member of the DNR GTLC since 2018. Recently the GTLC has created and asked communities to complete a spreadsheet of data that lists multiple inputs across all areas of sustainability. This has been a challenging task to compile all of this information across multiple departments but the hope is that each subsequent year is easier.

Membership in Wisconsin Local Government Climate Coalition

The City has maintained membership in the WLGCC since Jan 2023. Staff has attended monthly Zoom meetings composed of the sustainability staff from municipalities of all sizes statewide. This is a helpful group and they have provided information such as best practices, examples, and experiences.

Slow Your Mow

In 2023 the committee committed to examining the viability of No Mow May. The committee chose to move to a **Slow Your Mow** campaign that takes many of the No Mow elements and extends them through spring, summer, and fall. Grass is suggested to be kept between 2-6" with occasional mulching. Native plants that are pollinator friendly are encouraged. There is no longer a suspension of the grass height ordinance during May. An interested Wausau resident created the graphic informational sheet for the committee and further promotion of the effort is ongoing.

Greenhouse Gas resolution

In March of 2023, Council passed a GHG resolution that has specific directives.

- *Determine the level of energy use and greenhouse gas emissions in City government operations*
 - Staff acquired data from WPS and city departments, however it may not be complete. Interpretation of that data has been a challenge.
- *Develop a municipal energy plan with the goal of moving City government operations to a more secure, and 100% clean energy by 2050*
 - City was awarded the Energy Efficiency and Conservation Block Grant from the Dept of Energy. This will provide approximately \$72,000 in the form of a voucher to use on professional services for the creation of an Energy Plan. While the timeline is not set, we expect to start work with the consultant in the remaining half of 2024.
- *Provide resources and information to residents and businesses to support them in the transition to a cleaner energy future.*
 - There is now a Sustainability section of the City website. It includes information regarding the current initiatives as well as links to information on Tax credits or programs for individuals or businesses.
- *Create cost savings through efficiency upgrades and clean energy technologies that will reduce the burden of City government operations on the tax levy.*
 - Nothing to report at this time.

Directors Meetings

The Sustainability Committee will meet with Department Directors and staff to better understand the needs of each department and to begin working on applicable action items. The committee wants to keep moving forward and find ways to support each department in the transition to a clean energy environment.

Sustainability Awards

The Good News Project was presented a Certificate of Recognition for their sustainability efforts in May of 2023. Their E-Cycling program facilitates the reuse of valuable limited resources and keeps toxins out of our landfills, air, and water supplies. They are the only comprehensive e-CYCLING center serving Marathon County that accepts nearly all electronics from households, businesses, schools, and other sources.

Challenges

Collecting data across several departments and from providers has been time-consuming. Hopefully it will become easier with each year.

Sustainability touches every department and aspect of City operations. Planning staff are pressed for enough time to pursue and administer grants, implement new programs, and work across departments so as not to miss any opportunities.



CITY OF RACINE
invites applications for the position of:

Sustainability Manager

SALARY: \$78,520.00 - \$101,004.80 Annually

OPENING DATE: 06/27/22

CLOSING DATE: Continuous

JOB DESCRIPTION:

POSITION PURPOSE:

This position manages and implements the City of Racine Office of Sustainability and Conservation, embracing the best ecological practices and policies extending into government, community, services, and infrastructure. The program's ultimate goal is to protect and optimize the City's natural resources and "built" environments by creatively incorporating sustainable practices and behaviors throughout the City of Racine and the Retail Service area of the Racine Water Utility. These programs are accomplished in accordance with the City's commitment to sustainability, resilience and adaptation.

ESSENTIAL DUTIES:

ESSENTIAL FUNCTIONS:

- Researches, and applies for, applicable grants in order to further develop and improve sustainable City initiatives.
- Administers and manages grants if received to improve City sustainability efforts or conservation efforts
- Develops criteria, policies, and procedures for sustainable programs. Administers training and outreach to City personnel for the development, adoption and implementation of sustainable practices in City operations.
- Assists departments in identifying and implementing best practices in sustainable operations by acting as a resource to and directing staff activities with the public, City departments and other organizations on programs and policies related to the Sustainability and Conservation as directed by the Mayor, and/or Chief of Staff, specifically in the areas of conservation, transportation, pollution prevention and climate action.
- Strengthens existing partnerships with community organizations and expands network and partnerships.
- Identifies potential energy savings and greenhouse gas reduction projects / strategies, and evaluates such projects/strategies in terms of feasibility and satisfaction of designated criteria.
- Represents the City at external meetings, and as a member of external organizations and committees. May make presentations to City Council and/or represent the City and/or Utility at meetings of City Boards and Commissions and civic or professional groups. Required meetings may be held outside of normal business hours.
- Serves as the primary staff person responsible for reporting on efforts towards the STAR/LEED community-rating framework.

- Maintains current knowledge of trends and initiatives in the field of sustainability by attending relevant conferences/seminars, and/or by networking with counterparts at other organizations.
- Conducts research studies and surveys and produces reports recommending appropriate courses of action for solutions to environmental/sustainability problems.
- Directs the preparation of reports, documents and correspondence and makes public presentations;
- Performs other duties as required.

QUALIFICATIONS:

Qualifications:

- Bachelor's degree from an accredited college or university in natural or environmental science or studies, sustainability studies, public policy, or a substantially similar area and three (3) or more years of work experience in sustainability policy and program development, research and analysis, and project management. Combination of experience & education will be considered.
- Must possess a valid driver's license.
- Knowledge, skills, and abilities in the following areas:
- Considerable knowledge of issues, laws and regulations related to all areas of sustainability including resource conservation, transportation, pollution prevention and public health protection, and community and economic development.
- Ability to communicate effectively both orally and in writing; including making presentations to a variety of audiences throughout the City and community.
- Ability to research new initiatives and implement in a seamless fashion.
- Ability to identify, analyze and problem solve, assisting departments in incorporating sustainable practices into the organization.
- Ability to develop, implement and evaluate projects and programs.
- Ability to provide effective project management oversight.
- Ability to interact effectively with City staff, the public, and City boards and commissions.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS OF WORK:

A majority of the work is performed indoors in an office environment, occasionally performing field visits/observations of practices, projects and environments. Work involves frequently changing priorities and the ability to meet tight deadlines. May require occasional work at off-site locations.

SUPERVISION:

Works under the supervision of the Chief of Staff and Mayor, who outlines work assignments and reviews work in progress and completed work. Works closely with all departments to educate and assist in the incorporation of sustainable practices as appropriate. Employee is expected to provide leadership to all City departments in achieving sustainable goals. Guidance is provided via City Code, City policies and procedures and/or initiatives, applicable state and federal laws and regulations, as well as a wide variety of information relating to sustainable practices, ensuring that initiatives meet legal requirements. Work is evaluated at least annually with respect to progress toward achieving goals, leadership, communication skills, customer service, ability to work productively and effectively with employees at all levels in the organization as well as elected and appointed officials, community groups and the general public.

PUBLIC CONTACT:

The employee has regular contact with employees at all levels within the organization as well as individual citizens and groups, elected officials, and various people from other organizations outside of the City of Racine and the surrounding area

The City of Racine is an AA/EEO/ADA employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofracine.org>

Position #202200535
SUSTAINABILITY MANAGER
SP

730 Washington Avenue, Room 204
Racine, WI 53403
262-636-9175

humanresources@cityofracine.org



CITY OF SUN PRAIRIE
invites applications for the position of:

Sustainability Coordinator

SALARY: \$33.47 - \$33.47 Hourly
\$69,609.63 - \$69,609.63 Annually

OPENING DATE: 04/03/23

CLOSING DATE: 04/30/23 11:59 PM

THE POSITION:

The Sustainability Coordinator develops, coordinates, and promotes sustainability programs and policies to advance Sun Prairie's sustainability profile. This position will advocate for and promote sustainability throughout the organization and in the community. The Sustainability Coordinator will develop metrics and targets for municipal and community sustainability and energy, determine environmental impact footprints, and identify lowest life-cycle cost solution in operations, services, and infrastructure. This position will serve in a purchasing capacity with a dedicated focus to increasing purchasing potential and supporting all departments to realize life-cycle cost savings and reductions from a fiscal and sustainable perspective. Additionally, the Sustainability Coordinator will work closely with departments (Public Services, Community Development, Municipal Enterprises, etc.) as a project facilitator supporting operational projects planning and implementation. Incumbent will have experience in community engagement and in developing community-wide public education/outreach programs.

ESSENTIAL JOB FUNCTIONS:

Sustainability Programs:

- Provide vision and leadership in the development of sustainability and resiliency plans and programs for the City; serve as project manager for City sustainability initiatives.
- Implement sustainability goals and actions as outlined in various city-wide plans; track, analyze, and report on progress through annual reporting and/or regular updates.
- Provide staff recommendations to departments and various governmental bodies and educate members on relevant initiatives related to water, waste, energy, fleet, transportation, food, and land use.
- Collaborate with departments to develop supply chain operations and initiatives to ensure sustainability and social responsibility program development; serve as a catalyst to further integrate sustainability values into how the City conducts business.
- Assist departments with purchasing needs, identifying cooperative purchasing and bulk purchasing opportunities to achieve sustainable operations and lowest life-cycle cost solutions.
- Serve as staff liaison and facilitator for the Sustainability Committee; attend and present at various city boards and commissions as needed.
- Serve as Sun Prairie's representative on regional climate and sustainability partnerships; develop and maintain partnerships with partner agencies such as, WPPI, Dane County, DNR, WLGCC and other energy providers and units of government throughout the county and state.

- Coordinate with departments, committee members, and local media outlets to provide information on public outreach to promote and increase awareness of sustainability efforts and highlight accomplishments of the city's sustainability programs and goals.
- Work with departments to actively research, apply for, and administer grants to secure funding for development and implementation of energy conservation and sustainability initiatives.
- Coordinate and perform outreach and education efforts on sustainability and renewable energy initiatives to engage all community and business groups.

Operations & Maintenance (O&M) Programs – Cross-functional Public Services Responsibilities:

- Lead, coordinate and support facility maintenance, design, construction and/or renovation of city owned facilities, preparing and reviewing design and construction drawings, cost estimates and bid specifications; inspect project work to ensure specifications are met; monitor project schedules and budgets, meet and communicate with stakeholders.
- Assists with tracking project budgets, equipment specifications, and ensuring balance between cost reduction and associated sustainability-related procurement goals. Evaluate proposed projects and programs and assists in establishing priorities and developing budgets. Shares accountability for all expenses within a project and/or program and reporting concerns regarding meeting budget goals in coordination with responsible departments.
- Oversee contracts with contractors and consultants related to city facilities; conduct regular site visits; process progress payments; accept deliverables; monitor compliance.
- Establishes and maintains data and pertinent records; prepares statistical and narrative report to assist all facilities in asset grouping, routine and preventative maintenance scheduling, replacement schedules, activity-based costing, task management, historical trend analysis, and other reports as needed; tracks and closes out projects as needed.
- Establish sustainability performance measures such as energy benchmarking and energy efficiency design of existing and new municipal buildings, including goals and targets to implement alternative energy and fuel options within city operations, conducts analysis, gathers data to report or present information on resources or needs; prepares presentation materials as needed.

Other Job Functions:

- Recommend, prepare, and oversee long range facilities projects in preparation for multi-year capital improvement projects to move sustainability forward.
- Lead the City's Green Team or working groups of city staff and departments.
- Attend annual sustainability training and development opportunities; participate in county and statewide sustainability coalitions and programs.
- May serve as spokesperson to media and external audiences on sustainability.

REQUIREMENTS OF WORK:

Bachelor's degree in sustainability/sustainability management, environmental engineering, urban planning, geography, natural or environmental sciences, or a related field plus a minimum of three years of related academic and/or professional experience in sustainability, project management, and policy and program development.; or any equivalent combination of experience, professional education and training which provides the essential knowledge, skills and abilities:

- Understanding and knowledge of sustainability principles and practices incorporating energy conservation, energy efficiency and renewable energy.
- Understanding of purchasing concepts, and the ability to learn and apply such knowledge under direction of Finance department.
- Maintain working knowledge of fundamental elements and best practices for project management principles and preparing project and/or program budgets.

- Maintain working knowledge of governmental procurement principles and practices, competitive bidding requirements.
- Maintain working knowledge of facilities planning and maintenance, and project funding, budgeting, and scheduling.
- Maintain working knowledge of principles, processes, systems and techniques of facility asset management projects and related contract management.
- Demonstrated experience working with diverse stakeholders with ability to demonstrate and promote cultural sensitivity and cultural competencies in all interactions.
- Must possess strong verbal and written communication skills, experience preparing and conducting reports and presentations.
- Manage a high volume of tasks at one time, including organizing and prioritizing own work.
- Work independently with minimum direction while also working as part of a team and collaborating with others.
- Foster a culture of respect and dignity within the organization and community.
- Demonstrate a high attention to detail.
- Proficient in MS Office applications, Adobe Pro and other interactive computer programs, ArcGIS a plus.

OTHER JOB FUNCTIONS:

City of Sun Prairie is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofsunprairie.com>

Position #2023-23
SUSTAINABILITY COORDINATOR
AW

300 East Main Street
Sun Prairie, WI 53590
608-825-1174

humanresources@cityofsunprairie.com

Sustainability Coordinator Supplemental Questionnaire

- * 1. This work is collaborative and involves working across city departments, utilities, community and business organizations and community members. Please describe how your past experiences will help you be successful in this role. Be sure to include organizational names and be specific about what your role was.

* Required Question



MADISON, CITY OF (WI)
invites applications for the position of:

Sustainability Program Coordinator

SALARY: \$36.81 - \$44.23 Hourly
\$2,852.41 - \$3,428.08 Biweekly
\$6,180.22 - \$7,427.51 Monthly
\$74,162.66 - \$89,130.08 Annually

COMP. GROUP/RANGE: 18/10

JOB TYPE: PERMANENT FULL TIME

DEPARTMENT: Mayor's Office

OPENING DATE: 01/10/23

CLOSING DATE: 01/31/23 11:59 PM

GENERAL DESCRIPTION:

The City of Madison is looking to hire a Sustainability Program Coordinator!

The Sustainability and Resilience Program is a leader for sustainability, climate resilience, and environmental justice work in the City of Madison. This program's aim includes:

- Reaching the City's goal of 100% renewable energy and net zero carbon emissions for City operations by 2030 and communitywide by 2050;
- Improving the City's resilience to the direct and indirect impacts of climate change;
- Reducing the City's overall environmental impact, all while centering equity and environmental justice.

The Sustainability Program Coordinator is a key team member responsible for coordination, implementation, and monitoring of initiatives and projects to advance these ambitious sustainability, climate, and equity aims. This position will work closely with the Sustainability and Resilience program staff, City elected leadership, City agencies, utilities, community members, and organizations.

In alignment with the City's vision, mission, and values, the Sustainability Coordinator will serve as a champion for integrating sustainability, climate, and equity concepts into the City's programming, policy, planning, and organizational culture.



The Sustainability Program Coordinator is responsible for developing, informing, and implementing initiatives, projects, and partnerships to achieve program goals, with a focus on the areas of renewable energy, circular economy/zero waste, and low to no carbon transportation. The Sustainability Program Coordinator will collaborate with City staff and strategic community partners to implement the 100% Renewable Madison Report, the Sustainability Plan, and the other program initiatives. Work includes: developing, tracking, and reporting on milestones and measures of success; project management; engaging and coordinating City staff, other municipalities, businesses, community organizations, and other stakeholders; communications through a variety of mediums (e.g. websites, social media, press releases, written reports, presentations, etc.); researching and developing strategies to enhance current and new initiatives; and grant writing. The Sustainability Program Coordinator's work products include policy analysis and development, initiative and project design and implementation, engagement with community and government, and oversight of the City's municipal renewable energy and net zero emissions goals. This position will report directly to the Sustainability and Resilience Manager within the Mayor's Office.

IMPORTANT: THERE ARE TWO SUPPLEMENTAL ESSAY QUESTIONS ON THE JOB POSTING. YOU MUST ATTACH YOUR ANSWERS IN THE ATTACHMENT SECTION OF YOUR APPLICATION. (To view the questions, click on the supplemental question tab OR view the bottom section of the job bulletin)

****APPLICATIONS RECEIVED WITHOUT ATTACHED ESSAY RESPONSES WILL IMMEDIATELY BE ELIMINATED FROM CONSIDERATION.****

Employees may be eligible for loan forgiveness through the [Public Service Loan Forgiveness Program](#).

The City of Madison is an equal opportunity employer functioning under an affirmative action plan. We value diversity, equity, inclusion, and belonging. Black, Indigenous, people of color, women, trans, nonbinary, and individuals with disabilities are encouraged to apply!

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Develop and implement City sustainability and resilience initiatives, projects, and policies.

- Coordinate with City agencies to identify needs and opportunities to develop initiatives, projects, and policies that further program goals.
- Perform equity analyses on new sustainability initiatives, projects, and policies.
- Determine and collect appropriate data for evaluating success, including spatial data, equity metrics, and measures of environmental and social impact.

- Perform research, data analysis, conduct community engagement, and advise to inform program strategy, initiatives, and policies.
- Create and sustain strategic partnerships within the community to advance program goals.

Implement and track progress toward the City's 100% renewable energy and net zero carbon emissions goals.

- Implement and communicate results of periodic updates of the City's Greenhouse Gas (GHG) inventory and forecast.
- Track progress, coordinate among City agencies, and implement strategies to reach the goal of 100% renewable energy for City operations by 2030.
- Collaborate with City staff, municipal, and utility partners to advance electric vehicle adoption, including fleet transition and expansion of EV charging infrastructure.
- Oversee MadiSUN program.

Assist with Sustainability and Resilience Program communications.

- Provide updates to the City's Sustainability and Resilience website.
- Draft written communications including press releases, blog posts, and social media content.
- Update policymakers and key City committees.
- Communicate with the general public regarding City sustainability and resilience work.
- Serve as staff liaison to partner organizations and groups, such as the Dane County Sustainability Leaders Collaborative.

Secure financial resources to advance Sustainability and Resilience program goals and the City of Madison's Sustainability Plan.

- Identify, apply for, and administer grants for Sustainability and Resilience Program initiatives and projects, including preparation and submission of grant reports as required.
- Assist other City agencies and community partners in identifying grant opportunities and other funding and financing programs to improve or implement climate and sustainability practices

Perform related work as required.

MINIMUM QUALIFICATIONS:

- Three (3) years of professional program management, policy development and/or coordination experience focused on climate change mitigation or adaptation, renewable energy, climate resilience planning or implementation, or sustainability principles and their application in urban settings.
- Bachelor's degree in urban planning, public policy, public administration, environmental studies, sociology, community development, sustainability, ecology or related field.
- A Certificate from an accredited university in climate change mitigation or adaptation, climate resilience, sustainability, public policy, environmental studies or analysis, environmental justice, can substitute for one (1) year work experience.
- Possession of a Master's degree with a focus on climate change mitigation/adaptation, ecology, environmental and/or sustainability issues, public policy, energy policy, urban planning, or related field can substitute for two (2) years work experience.

Certification and Master's degree **CANNOT be combined to substitute for all the work experience.**

If an applicant does not possess the specific requirements outlined above, HR will review the application materials to determine if the applicant possesses the following equivalent experience:

Four (4) years experience in applying the following:

- Best practices in leading sustainable communities, successful programs, and facilitating active stakeholder engagement and public participation.

- Sustainability principles and practices incorporating renewable energy, decarbonization, circular economy, and ecosystem services.
- Climate change concepts, including mitigation and adaptation science and approaches, best practices for advancing equitable climate resilience, and environment justice.
- Various continuous improvement methods and survey methodologies.
- Promotional and public relations, theories, techniques and practices.

Two (2) years experience in applying the following:

- Racial and social equity principles and practices, and the ways in which historical and ongoing inequities further marginalize communities of color, immigrant communities, disabled, communities, youth and older adults, and lower-income populations.
- Computers and ability to use computer software applicable to the duties of the position.

The City of Madison strives to provide exceptional customer service to all its residents and visitors. Therefore successful candidates will have demonstrated ability to effectively work with multicultural communities and have the ability to:

- Operationalize diversity, equity, and inclusion principles and practices in sustainability and resilience outreach, planning, policies, and initiatives.
- Perform data processing, analytical tasks, and data visualization.
- Work independently and in coordination with the Sustainability and Resilience team.

For the complete list of the knowledge, skills, and abilities, please reference the [Sustainability Program Coordinator](#) classification specification online.

SPECIAL REQUIREMENTS:

Ability to meet the transportation requirements of the position.

Ability to attend meetings outside of work hours, including evening and weekends.

Physical Requirements:

Employees must be able to sit and/or stand and work at a computer work station for extended periods of time.

THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE PEOPLE OF COLOR, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

It is your responsibility to list all related jobs, correct dates of employment, average number of hours worked per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If you are still employed please indicate this. Failure to provide accurate and complete information may result in you not being considered for this position.

All applicants are notified by email of the status of their application in each selection process. Those applicants invited to exams will receive an email notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours are not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under the Knowledge, Skills and Abilities section of the job announcement. Exam results are generally available within 2 weeks of the exam, and will be emailed or may be accessed through your NEOGOV account. Due to the volume of exams given by our office, exam scores are not available via telephone.

As an employer, the City of Madison places a strong emphasis on customer service and strives to provide a working environment where: Engagement and equity are supported; Diversity and differing opinions are valued; Teamwork and open and honest communication are encouraged; Meeting customer needs through quality service is a common goal; Creativity is encouraged; Continuous learning and improvement is fostered. Come be a part of the team!

215 Martin Luther King Jr., Blvd.
MMB Rm 261
MADISON, WI 53703
(608) 266-4615

hr@cityofmadison.com

Sustainability Program Coordinator Supplemental Questionnaire

- * 1. PLEASE READ CAREFULLY--YOU WILL BE REQUIRED TO ANSWER THE FOLLOWING SUPPLEMENTAL QUESTIONS AS PART OF YOUR APPLICATION. You can answer the question using a word processing program and attach as a .docx or .pdf file. You must attach the document in the "Attachments" section of the application or you will not receive further consideration for this position. Your responses will be evaluated on your writing ability; which includes spelling, grammar and your ability to express your thoughts in a logical fashion. By checking this box, you acknowledge the above and understand that your response is required and failure to attach your essay response(s) will immediately eliminate you from consideration.
 AGREED
- * 2. Please describe how you qualify for this position based on life experience, education, and professional experience. Be thorough in your response, including dates, organizational names, roles, etc.
 My one (1) page essay response to this question is attached to my application in the Attachment section.
- * 3. The City of Madison has a goal of reaching 100% renewable energy and net zero carbon emissions for city operations by 2030 and community-wide by 2050. This will involve creating new strategies, programs, and policies with community-wide impacts and collaborating with city agencies, community organizations, the business community, and utilities. Share a time when you had to shepherd a project, create a plan, or implement a policy. Be specific about what your role was, how you collaborated and with whom, how you approached the project, and what the project outcomes were. Please also highlight your lessons learned from any successes or failures within the project.
 My one (1) page essay response to this question is attached to my application in the Attachment section.
- * Required Question