

## SUSTAINABILITY COORDINATOR

The City of Harrisburg is accepting applications for the position of Sustainability Coordinator in the Department of Public Works, Bureau of Neighborhood Services. This is a management position tasked with the development and implementation of a City sustainability plan, policies, and goals to transform the City into an environmentally healthy city. The individual in this position is also tasked with making recommendations to department heads on environmental matters, including but not limited to reduced greenhouse emissions, reduced energy use in buildings, use of recycled materials, storm water management, green space, greenways, and other environmental issues affecting the City. Work is performed under the direction of the Director of Public Works or his/her designee. This is a management, FLSA-exempt position.

The successful candidate will possess a bachelor's degree or graduate degree in Environmental Studies or a related field and have a minimum of three (3) years of experience in environmental science, public administration, public works or a related field. A valid Pennsylvania Driver's License, Class C, is required.

The annual salary range is \$50,000 to \$55,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@cityofhbg.com](mailto:HR@cityofhbg.com) **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE**

**Sustainability Coordinator  
Department of Public Works – Bureau of Neighborhood Services**

**DEFINITION**

This is a management position tasked with the development and implementation of a City sustainability plan, policies, and goals to transform the city into an environmentally healthy city. The individual in this position is also tasked with making recommendations to department heads on environmental matters, including but not limited to reduced greenhouse emissions, reduced energy use in buildings, use of recycled materials, storm water management, green space, greenways, and other environmental issues affecting the City. Work is performed under the direction of the Director of Public Works or his/her designee. This is a management, FLSA-exempt position.

**EQUIPMENT/JOB LOCATION**

Work is typically performed at the Public Safety Building, Office of the City Engineer. Work involves the use of various machines such as personal computer and printer, copy machine, fax machine, telephones, video cameras, audio recorders, digital cameras and printers and other technological devices as necessary or required. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position requires flexibility to include availability during evenings, weekends and occasionally holidays.

**ESSENTIAL FUNCTIONS**

Responsibilities include, but are not limited to, the following: Oversee the Environmental Advisory Council (EAC) and act as administrative liaison at all EAC meetings and sub-committees. Develop a sustainability plan to strengthen and transform the city decades into the future. Development and maintenance of EAC bylaws and policies. Maintain the records of all EAC meetings. Track progress data related to the adopted goals and prepare reports or presentations to communicate the effectiveness of sustainability initiatives. Create marketing/outreach materials for public dissemination. Represent the City of Harrisburg at community events. Work closely with department heads and make spending recommendations focused on reduced greenhouse emissions, reduced energy use in buildings, the use of recycled materials and other sustainable practices. Work with the Bureau of Parks and Recreation on park plans, which include low maintenance green space and green walkways throughout the City. Establish sustainable strategies that balance quality of life, health and economic vitality. Work closely with the Department of Public Works to assist with recycling efforts and programs. Work closely as a liaison with Capital Region Water on storm water management through the use of a “green” strategy. Work closely with the Grant Manager to identify and assist with grant applications as appropriate. Convene and coordinate environmental groups throughout the City and the region as necessary to address sustainability issues. Produce monthly reports for the Administration and Harrisburg City Council. Maintain regular, punctual and predictable attendance.

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**ESSENTIAL FUNCTIONS (CONT.)**

Establishes and maintains an effective working relationship with co-workers and the general public. Complete all assignments in an efficient, consistent, and timely manner.

**NON-ESSENTIAL FUNCTIONS**

Performs other related duties as required.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Working knowledge of federal, state and local programs and processes related to environmental projects.
- Ability to work with small and large community groups.
- Understanding and working knowledge of municipal organizations.
- Understanding and working knowledge of local economic conditions.
- Strong writing and communication skills
- Ability to work with other internal and external agencies using a team approach.
- Ability to work within a flexible work schedule which includes evening meetings and evening work hours.

This position requires a high energy, self-motivated individual with an in-depth knowledge of sustainable living best practices particularly in urban areas. The individual in this position must communicate well and be committed to public service.

**QUALIFICATIONS**

Applicants must possess a bachelor's degree or graduate degree in Environmental Studies or a related field and have a minimum of three (3) years of experience in environmental science, public administration, public works or a related field. A valid Pennsylvania Driver's License, Class C, is required.