

POSITION DESCRIPTION
City of Knoxville

Class Title: Administrative Assistant	Working Title: Sustainability Project Manager	Salary: \$41,016
	Incumbent: Jacob Tisinger	Created: May 30, 2012

GENERAL DESCRIPTION

Under direction of the Office of Sustainability Manager, this position is designed to assist in the planning and oversee the execution of a wide variety of projects that balance the sometimes competing environmental, social, and economic needs of the Knoxville community. This position manages distinct program activities, fulfills grant reporting responsibilities, supervises office interns, represents the program in public settings, and coordinates with governmental, non-profit, utility, and research partners as well as leaders of various city departments and administration.

ESSENTIAL FUNCTIONS

Collaborate with the administration, directors, and staff in all city departments to identify and pursue opportunities that increase operational efficiency and environmental stewardship within City government and the Knoxville Community.

Represent City government perspectives and interests in partnerships with utility, industry, government, research, and non-profit groups that seek to improve the social, environmental, and economic dynamic of the Knoxville community.

Assist Sustainability Manager in promoting and executing municipal and community initiatives and related policies by performing relevant research, preparing internal and public documents, and aiding with administration of activities.

Track, Measure, and Evaluate municipal and community consumption patterns and generate relevant benchmarking reports.

Evaluate costs and benefits of implementing conservation measures; identify strategies for cost-effective implementation of a city-wide sustainability programs and initiatives.

Research, develop expenditure plans, apply for, and manage grant opportunities and awards.

Prepare reports as directed on activities and accomplishments to provide objective performance measures towards sustainability-related goals.

Facilitate appropriate meetings, conferences, and courses necessary to provide authoritative information and to promote awareness of City sustainability initiatives.

Act as a liaison between local officials, community groups, and agencies in the development of sustainable relationships and specific collaborations.

Identify opportunities to collaborate regionally on initiatives to meet efficiency and resiliency goals across City, community, and regional jurisdictions.

Manage office interns to make progress toward city sustainability initiatives while providing meaningful career development experiences.

MARGINAL FUNCTIONS

Maintain comprehensive and organized records and files.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the challenges experienced in implementing policies, practices, and goals of a sustainability program and the options available to address them successfully.

Knowledge of procedures for planning and implementing a program that promotes cooperation and understanding between City departments, community groups, and the general public.

Knowledge of methods that will secure active good will and cooperation of civic, business, and community groups, City administration and departments, and the public in general.

Knowledge of procedures for preparing reports and official correspondence.

Knowledge of procedures for maintaining records and files.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to collect, analyze, and interpret significant information.

Ability to serve as a facilitator between groups and individuals in the interest of resolving problems, promoting cooperation, and implementing a sustainability program.

Ability to speak before large, varied groups of people and lead discussions.

Ability to work harmoniously with associates, subordinates, and other groups and individuals to facilitate project success.

Ability to utilize various types of electronic and/or manual recording and information systems used by the office or related units.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses logic and/or scientific thinking to define problems, collect and analyze information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

A Bachelor’s Degree from an accredited four-year college or university with a major in business management, public/business administration or a related field; **and** at least two (2) years of experience in community relations or community organization work concerning inter-group relations and/or experience in community communications.

An equivalent combination of education and experience may be accepted in lieu of the above stated minimum requirements

PREFERRED QUALIFICATIONS

None indicated.

Signature and Job Title

Department

Date
