



## **CLASSIFICATION DESCRIPTION**

**TITLE: CHIEF SUSTAINABILITY and RESILIENCY OFFICER (CSRO)      JOB CODE: 20 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under executive direction, the purpose of the CSRO is responsible for the development and coordination of the City's Resiliency Strategy across City departments and with affiliated agencies. The CSRO is primarily responsible for the coordination, development, refinement, administration, development, integration, and communication of resiliency policies and practices for the City of Palm Coast. The CSRO coordinates high-priority resilience projects, including securing funding for resiliency initiatives, monitoring, and reporting progress on those projects. The CSRO coordinates the City's National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (NPDES MS4) Permit compliance program. The CSRO will play a critical role in preparation, response, and recovery activities related to emergency response for the City of Palm Coast. The CSRO exercises an extensive degree of independent judgment, cross department leadership, and professional and managerial knowledge to ensure the overall success and timely delivery of strategic initiatives.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Developing a resilience strategy, with input from a wide variety of stakeholders, that identifies the City's resiliency challenges, capabilities, plans to address issues and any current gaps or shortfalls in achieving resiliency goals.
- Overseeing the preparation and implementation of effective high-priority resilience initiatives to address urban, regional, sustainability, transportation, and economic resiliency challenges faced by the City and its residents.
- Aligns resiliency strategy development with other plans, policies, and regulations, including, but not limited to, the Local Hazard Mitigation Plan, the Comprehensive Plan and future land use policies, plans for capital improvements, building codes and zoning codes, and plans related to the City's participation in FEMA's Community Rating System.
- Coordinates with Community Development staff regarding Floodplain Management tasks.
- Assists the Stormwater Engineer to coordinate Palm Coast's concurrence or acknowledgement for Letters of Map Amendment and Letters of Map Revision.

- Identifying risks, understanding the financial impact of those risks, and mitigating such with existing policy or the creation of such.
- Promoting synergy, eliminating duplicative work or processes, and ensuring active and inclusive input; defining specific, measurable targets for the impact of the work, as well as a process for regular assessment and reflection on progress toward these targets and demonstrate ability to correct course of action as needed.
- Developing and implementing outcome-based best practices, research, and evaluation tools.
- Securing funding and recommending proper resource allocation to ensure implementation, buy-in, and sustainability of new solutions.
- Serving as the point person on comprehensive resiliency efforts ensuring a holistic view is applied to all projects with a goal of providing high reward, yet cost-efficient, final products that address multiple resiliency efforts whenever possible.
- Providing data, innovative ideas, and strategic direction to achieve administration's goals; and performing related work as required
- Coordinates the NPDES MS4 Permit compliance program; which includes but is not limited to preparation of annual reports, coordination and tracking of training efforts; interdivisional, interdepartmental and interagency coordination; public education activities; updates to and implementation of standard operating procedures (SOPs); and related compliance activities.
- Serves as lead in the coordination with city staff regarding code compliance activities related to environmental compliance within the City (including but not limited to, illicit discharges, dumping, wetland impacts, lake impacts, floodplain impacts, etc.); includes significant interaction with residents and businesses in violation, Code Compliance staff within the Community Development Department, law enforcement, and other applicable agencies with jurisdiction such as Florida Fish and Wildlife Conservation Commission (FWC), Florida Department of Environmental Protection (FDEP), St. Johns River Water Management District (SJRWMD); includes investigations and recommending specific remedial actions.
- Coordinates resiliency efforts with other governmental agencies and affiliated entities.
- Fostering relationships and collaboration with other departments, partner municipalities, civic groups, community foundations, senior government staff, elected officials, local businesses, and residents with a goal of improving communication, training and educating stakeholders.
- Assists in the preparation of ordinances, resolutions easements, and other documentation as directed.
- Performs related duties as directed.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Public Administration, Planning, Environmental Sciences, Biology, Ecology, Hydrology, Limnology or related field is required; supplemented by five (5) years' experience in sustainability, environmental energy efficiency, or a closely related field with at least one (1) year experience in NPDES compliance activities; or an equivalent combination of education, training, and experience.

## **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Must possess and maintain a valid Florida Driver's License.
- Florida Stormwater Erosion and Sediment Control Inspection Certification (or obtain within one year of employment).
- Stormwater Operator 1 & 2 License (or obtain within 1 year of employment).
- ASFPM Certified Floodplain Manager (or obtain within 1 year of employment).

## **GENERAL KNOWLEDGE, SKILLS AND ABILITIES**

- Possess knowledge and understanding of current local, state and federal regulation relative to environmental science and sustainability measures.
- Ability to understand and follow complex written and oral instructions.
- Ability to effectively supervise and train a staff engaged in carrying out functions.
- Knowledge of effective management/administration principles, e.g., budget development and administration; project programming, contract administration; management principles and techniques.
- Skill in interpreting rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Interpersonal, leadership, planning, management, and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling, and summarizing statistical data and related materials.
- Ability to utilize personal computers, standard office equipment, and standard software applications, e.g., word processors, database software, spreadsheet applications
- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers, and the public.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinances, statutes, and regulatory standards applicable to the work.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 40 pounds; may utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee may be exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.