

**Title:** Director of Campus Sustainability

**Supervisor's Name:** Nathan Brostrom

**Supervisor's Title:** Vice Chancellor-Administration

**Department:** Office of the Vice Chancellor-Administration

(Organization chart: [http://administration.berkeley.edu/about/admin\\_org.ppt](http://administration.berkeley.edu/about/admin_org.ppt))

## **I. Organization Summary**

University of California, Berkeley is committed to a coordinated institutional sustainability effort manifested in specific initiatives focused on greenhouse gas emissions reduction, transportation planning, green building, procurement, waste management, energy and water conservation, and other cross-disciplinary initiatives. The Director of Sustainability will provide leadership and coordination to the many distinct sustainability efforts on campus and develop a consistent plan to reach long and short range program goals.

The Director will report to the Vice Chancellor-Administration (VC-A) and have a close working relationship with the Vice Chancellor-Facilities Services and the Vice Provost-Academic Planning and Facilities who will help guide the sustainability effort in partnership with the VC-A. The Director will work closely with the Director-Environment, Health & Safety (EH&S) and the EH&S Environmental Protection team, and will supervise one Sustainability Specialist and student interns as appropriate.

## **II. Purpose of the Position**

Primary responsibilities include fostering a culture of sustainability among students, faculty, and staff; identifying and prioritizing areas for institutional sustainability efforts; planning and developing long- and short-range programs; and engaging with institutional leaders to foster sustainability broadly across campus units. The Director also coordinates with the academic community to integrate sustainability into the curriculum. The Director serves as a liaison with the Office of the President to help ensure campus compliance with the systemwide Policy on Sustainable Practices <[http://www.ucop.edu/facil/sustain/documents/policy\\_sustain\\_prac.pdf](http://www.ucop.edu/facil/sustain/documents/policy_sustain_prac.pdf)> (including its directive on greenhouse gas emissions), annual reporting requirements and other University policies related to sustainability; interfaces with counterparts throughout the University of California 10-campus system; facilitates communications as the campus spokesperson on sustainability issues; receives guidance from and supports the activities of the Chancellor's Advisory Committee on Sustainability (CACS) and the Cal Climate Action Partnership (CalCAP) greenhouse gas reduction program; and represents the University at national professional conferences. In addition, the Director has development responsibility for grant funding, corporate partnerships, and programs that promote campus sustainability efforts. The Director will work in a collaborative manner to develop productive relationships with campus and external constituencies in order to fulfill the above job responsibilities. The incumbent will also be responsible for the design, implementation, and evaluation of efforts undertaken.

### **III. Major Functions:**

#### **Campus Sustainability Leadership:**

- Provide leadership to the campus and act as organizational strategist in order to position UC Berkeley as a leader in sustainability in higher education.
- Develop annual sustainability planning priorities for the campus; identify annual expected outcomes, and coordinate appropriate evaluation of these efforts.
- Offer thoughtful leadership, creativity, and an experienced perspective on matters relating to sustainability.
- Facilitate and support the activities of CACS and CalCAP including implementation of their recommendations and Office of the President's directive on greenhouse gas emissions. Work with CACS to manage the Chancellor's sustainability internship program.
- Work with faculty and academic leadership to provide input on incorporating sustainability into the curriculum; serve as a guest lecturer in sustainability-oriented courses.
- Build relationships with campus administrative, operational, academic and research units (e.g. EH&S, Capital Projects, Physical Plant – Campus Services, Green Building Research Center, Berkeley Institute of the Environment) and student groups working in this field.
- Coordinate development of a Campus Sustainability Plan building from the 2005 Campus Sustainability Assessment that uses indicators of sustainability that enable assessment of performance.

#### **Campus Facilities and Operations:**

- Collaborate with campus units such as Capital Projects and its LEED/Green Building Initiative, Physical Plant-Campus Services (PP-CS) and its recycling and energy conservation programs, Planning, Purchasing, Parking & Transportation, Residential & Student Service Programs, and others as appropriate to infuse sustainability principles into campus short- and long-range planning, building design, construction, and operations.
- Offer expertise and collaboratively foster initiatives to reduce campus resource consumption and waste generation.
- Work with appropriate campus units to assist them in developing more sustainable practices in procurement and food systems.

#### **Sustainability Program Management:**

- Develop, implement, and evaluate comprehensive sustainability programs.
- Coordinate, support, and expand opportunities for faculty, staff, students, and administrators to learn about sustainability and incorporate sustainable practices into their day-to-day work.
- Manage sustainability staff and student interns as appropriate.
- Serve as an ex-officio member of CACS, providing technical staff support to, and receiving guidance from, the committee, and assisting the committee in implementation of CACS initiatives.
- Collaborate with CACS to award, distribute, and monitor appropriate use of the annual "Green Fund" grant awards to provide members of the campus community with funds for their sustainability proposals.

**Education & Research:**

- Offer guidance to faculty and administrators to apply sustainability principles to education, research, and interdisciplinary projects.
- Design and coordinate educational workshops and the production of educational materials for the campus.

**Communications:**

- Collaborate with the campus community to shape and deliver internal campus messages about sustainability and serve as the campus spokesperson on sustainability issues with internal constituencies.
- Collaborate with the Office of Community Relations to shape and deliver campus messages to external constituencies to promote campus sustainability efforts; serve as a campus spokesperson on sustainability issues.
- Oversee the content, design, and maintenance of the campus sustainability website.

**Outreach:**

- Build effective partnerships with local organizations to support sustainability efforts.
- Collaborate with University Relations to identify and pursue opportunities for external funding for the "Green Fund" and other funding mechanisms to provide members of the campus community with funds for their sustainability proposals.
- Interact with counterparts at other University of California campuses as well as the Office of the President and serve as campus point person for system-wide sustainability efforts.
- Identify opportunities to educate and involve alumni in sustainability initiatives.
- Represent the University at national professional conferences.
- Identify, seek, and secure grant funding, corporate partnerships, and other savings programs to leverage campus resources and further propel campus sustainability efforts.
- Develop and coordinate outreach events (e.g. Campus Sustainability Fair, Sustainability Summit), including identifying sponsors and speakers, event planning, and logistics.

**IV. Classification Factors**

**Independence/Supervision received:**

Receives guidance in terms of broad goals and overall objectives and establishes the methods to attain them. The incumbent receives work assignments from Nathan Brostrom, Vice Chancellor-Administration.

**Problem-solving and Decision-making:**

The Director consults with parties and makes recommendations to the Vice Chancellor before acting on issues related to sensitive organizational matters and those requiring significant additional allocation of financial resources.

The Director leads institutional sustainability efforts for the Berkeley campus, including planning and directing programs and activities in this area.

## **Knowledge, Skills, Abilities, and Other Requirements**

### **A. Knowledge (acquired information necessary to do the job)**

Understanding of sustainability theories as well as local, national, and global sustainability initiatives and best practices. Proven ability to apply these theories in practical applications yielding positive outcomes.

Level of knowledge required: Advanced: as a recognized expert among those in the field, applies a high degree of knowledge of the overall field; applies principles, practices, and procedures of a particular field within the discipline to complete difficult assignments.

### **B. Skills (a specific learned activity, generally gained through training, usually indicating a level of effectiveness and efficiency)**

- Programmatic: proven ability to develop and execute new programs within an academic setting; understanding of how to institutionalize new sustainability efforts; skilled at problem solving, thinking analytically and developing sustainability programs that support the institution's strategic objectives and mission.
- Communication: excellent oral and written communication skills, comfort with public speaking, ability to listen and learn and engender trust among various constituencies
- Skill in application of the principals and practices of effective leadership, management and supervision
- Excellent team-building, relationship-building, and networking skills
- Strong persuasion, influencing and negotiating skills
- Political acumen: skill in understanding and navigating organizational complexity
- Project management and change management skills

### **C. Abilities (natural talents or acquired dexterity; potential to perform tasks or functions)**

- Leadership: proven ability to foster collaboration across diverse constituencies in a large institution and inspire confidence and motivate groups to collectively meet common objectives. Strong experience in participatory leadership.
- Results orientation: demonstrated strong skills and a track record for sustained measurement of program outcomes, and ability to work independently and with and through others to achieve desired results.
- Ability to craft and execute strategy to achieve organizational goals
- Ability to build and sustain excellent working relationships which facilitate information flow and productivity.
- Sound judgment, good critical thinking, ability to analyze and synthesize issues and derive effective solutions
- Ability to handle ambiguity and to approach issues in creative and original ways
- Ability to handle multiple constituencies, agendas and projects concurrently, and to learn quickly
- Ability to function well, and take effective action under pressure

D. Other requirements (e.g., certificates, license requirements)

Bachelor's degree or equivalent in an appropriate field required, with an advanced degree strongly preferred. Minimum of 5 years experience implementing sustainability programs, or programs in a related field such as planning, environmental or resource management, facilities, or architecture, with substantial relevant leadership expertise. A preference will be given to individuals with experience in a university or non-profit setting.

**ADDENDUM I: SUPERVISORY POSITIONS**

1. How many people are supervised directly? 1