



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Aldinger and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Lindy Coe-Juell, Assistant to the City Manager

DATE: February 5, 2008

SUBJECT: Consideration of a Full-Time Environmental Programs Manager Position

RECOMMENDATION:

Staff recommends that the City Council approve a new full-time Environmental Program's Manager Position for immediate advertising and recruitment.

FISCAL IMPLICATION:

The salary range for this position would be \$5,830 - \$7,583 per month and will be included in the FY 2008-2009 if approved by Council this evening. Staff expects that it will take 4-5 months to fill the position, which will coincide with the beginning of next year's budget.

DISCUSSION:

The City of Manhattan Beach has made great progress towards implementing environmental programs and in meeting State and Federal regulatory requirements. In terms of making progress in understanding our carbon emissions footprint, we are further along than most neighboring cities. From ongoing contact with other South Bay Cities in the Council of Governments, we know that we are the only city that has successfully completed the first two ICLEI milestones—conduct a baseline survey and establish an emissions reduction goal.

We were able to achieve that progress, in large part, by borrowing work time from the Police Department's Management Analyst. Additionally, the research and development of the entire Green Report consumed many hours of time from the Department Heads and their staff and took time away from existing duties.

In order to successfully achieve the next ICLEI milestones—develop a Local Climate Action plan, implement the plan, track and report progress on carbon emissions reduction—*and* in order to make focused progress on many other new or expanded Council-directed environmental programs, our recommendation, as in the Green Report, is to add an additional staff member.

This person would immediately take on several urgent responsibilities including:

- Design, with appropriate input, a Local Climate Action Plan
- Track and report progress (emissions reduction) on the Local Climate Action Plan
- Research, write and promote materials for best management practices for sustainable buildings
- Write and promote information for residents regarding the impact of storm water runoff
- Conduct cost benefit analysis of various environmental strategies
- Produce an annual environmental report covering all environmental areas
- Coordinate city environmental efforts among departments
- Seek environmental grant opportunities and administer grant requirements
- Create and maintain an environmental City webpage
- Attend environmental seminars, workshops, etc.
- Act as the staff liaison with other internal and external entities such as a Council appointed environmental committee/commission, other community interest groups and other government agencies' environmental offices
- Write a regular "green" article in the quarterly City newsletter
- Serve as an environmental point of contact for residents' questions

We envision that over time, this position will take on additional responsibilities and the work time dedicated to each area will be adjusted as the city establishes its environmental plan moving forward. Our Human Resources department has developed a draft class specification (attached) with a detailed description of this position based on a review of similar positions in other agencies and input from the Green Team. Recruitment for this position could begin immediately. However, staff expects that it could take 4-5 months to fill the position.

ATTACHMENT: Environmental Program's Manager Class Specification

**ENVIRONMENTAL PROGRAMS
MANAGER**

DEFINITION:

Under the direction of a senior staff member, the Environmental Manager performs a variety of complex, responsible, professional, analytical duties; plans, directs, organizes and reviews citywide environmental “green” initiatives, programs and procedures; and does related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to, the following:

Analyze and recommend solutions for complex administrative issues related to citywide environmental programs; identify local “green” resources; evaluate and assist with implementing new “green” initiatives; coordinate and develop the collection and analysis of data for reports and recommendations; pursue grant opportunities; prepare reports for review and consideration; make presentations to City Council, commissions and other groups; assist with city website development and upkeep for environmental programs; identify and implement citizen involvement opportunities; maintain programs and projects as assigned and may be assigned as staff coordinator for a commission or committee. May be required to work shifts, holidays, and/or weekends.

QUALIFICATIONS:

Training and Experience: Requires the equivalent to a Bachelor’s degree in Environmental Science, Engineering, Planning, Architecture, Business, Public Administration or a related field and three years of related experience in a public sector agency. Experience in managing projects or programs regulated by state or federal environmental commissions and/or working with environmental organizations and groups on environmental issues is highly desirable. Municipal government experience preferred. A Master’s degree is highly desirable. A valid California driver’s license is required at the time of employment.

Knowledge, Skills, and Abilities: Must have knowledge of the methods and techniques of administrative analysis and governmental organization and operations; current trends in environmental science and public administration; management of projects and programs; skill in communicating effectively both orally and in writing; and the ability to analyze environmental/administrative problems and situations and present appropriate facts and recommendations; work cooperatively with employees, the general public and other agencies; work independently and exercise good judgment; and have proficiency with personal computer applications.

PHYSICAL DEMANDS AND WORK CONDITIONS:

While performing the duties of this job, the employee may frequently drive to specific locations (including the field) and is frequently required to sit and talk or hear and use a personal computer with a VDT screen for extended periods of time. The employee is occasionally required to walk, stand, reach with hands and arms, and occasionally lift and/or move up to 25 pounds.