

CAREER  
OPPORTUNITY



Department of Conservation and Development

# SUSTAINABILITY COORDINATOR

PRINCIPAL PLANNER-LEVEL A

Annual Salary Range of  
**\$87,739 - \$106,902**

Salary is negotiable, dependent upon qualifications and experience

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*Contra Costa County, California*





## The County

The County of Contra Costa provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities, and a number of affiliated organizations. The County has a FY 2014/15 budget of \$2.7 billion, a General Fund of \$1.4 billion, and permanent countywide staff of approximately 8,400.

Contra Costa County is one of nine counties in the San Francisco-Oakland Bay Area, covers approximately 733 square miles, is one of the fastest growing work forces, and is rich in ethnic, cultural and socioeconomic population diversity. The County includes 19 incorporated cities, over one million residents and a diverse community environment including urban, suburban, industrial, agricultural and port areas. Nearby are prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses. Recreation within the County varies from fishing, boating, water skiing, hiking, horseback riding and camping, and nearby wine country of Napa and Sonoma Counties and picturesque seaside communities.

## The Department

The Contra Costa County Department of Conservation and Development (DCD) was established under County Ordinance No. 2008-15 to serve the functions of the community development/land use planning and building departments of the County. Prior to the adoption of this ordinance in 2008, Contra Costa County had a separate Community Development Department for planning functions and a separate Building Inspection Department for building services functions. The consolidation of these two (2) distinct departments created what is now the *Department of Conservation and Development* (DCD).

DCD is headed by a Director and within DCD there are three (3) divisions under a Deputy Director: 1) Current Planning; 2) Policy Planning and 3) Building Inspection Services. Additionally, there are 2 working sections: 1) the Housing/CDBG/Federal Programs Section under an Assistant Director and 2) the Business Administration Section which provides support services to the Department under the Land Information Business Operations Manager. DCD's main facility is at 30/40 Muir in Martinez where the County's Application and Permit Center is located. DCD also has a satellite office in Lafayette serving the Lafayette, Orinda and Moraga communities and an East County office in Brentwood. DCD has a total staffing of approximately 165 funded positions serving the entire Contra Costa County.

DCD's mission is to serve the citizens of Contra Costa County through the formulation and implementation of the County General Plan, the administration of the Building Code, and coordination of planning, building, special housing, economic development, transportation, infrastructure, solid waste, water planning, habitat conservation, and sustainability and energy efficiency programs. DCD recognizes that its work in land use planning and the provision of infrastructure and building services have social, environmental and economic impacts on the entire fabric of a community. DCD is dedicated to serving its customers and the public interest by:

- Encouraging public participation in planning activities
- Providing balanced short- and long-term development of the County within the regional setting;
- Conserving and enhancing the physical, environmental, social, and economic resources of the County and region;
- Balancing a multitude of diverse public and private interests and community visions;
- Facilitating decision-making and solutions by providing both accurate and timely information through objective and thorough analyses;
- Providing timely, fair and quality building inspection and other related services; and,
- Collaborating with residents, other agencies, civic and business groups to promote self-sustaining communities and foster economic opportunities.

DCD is a dynamic organization committed to not only providing excellent service to the public, but also the professional growth and development of its staff.

# The Position

The Sustainability Coordinator is a management position assigned to the merit-system classification of Principal Planner-Level A in the Department of Conservation and Development (DCD). Under general direction, the Sustainability Coordinator plans, organizes and coordinates the implementation of the County's Sustainability Activities including its Climate Action Plan, energy efficiency programs, and other sustainability efforts and initiatives. Duties will include interdepartmental coordination and facilitation to implement the County's Climate Action Plan, working with subject matter experts in various County departments to pursue new funding for sustainability programs and projects, staffing the Board of Supervisor's Ad Hoc Committee on Sustainability, and developing new policies and initiatives related to energy efficiency, greenhouse gas reduction, and sustainability programs in general.

## Ideal Candidate Sustainability Coordinator

The ideal candidate will have the following knowledge and skills:

Knowledge of:

- Principles, practices and trends in sustainability, climate change and energy efficiency, California land use, environmental law, urban and regional planning, and the development permit process.
- Principles and practices of public administration and organizational management.
- Principles, practices and procedures of budget preparation, administration and control.
- Program analysis and evaluation.
- Pertinent local, state and federal laws, rules, regulations, and ordinances.

Skills/Ability to:

- Plan, organize, direct, coordinate and review the activities of multiple management, professional, technical and clerical staff.
- Effectively lead a group of individuals, motivate and build consensus, and work as a team with other managers and stakeholders.
- Confront issues, make decisions and achieve resolution and implement new or improved procedures.
- Evaluate complex planning, building and environmental programs as it related to sustainability.
- Anticipate and plan for the County's long-term sustainability needs and green gas reduction efforts.
- Plan, develop and monitor budgets, grants and contracts.
- Analyze, interpret, develop and implement department, agency and County policies, procedures, rules and regulations.
- Research, analyze and make recommendations on sustainability issues and programming.

- Communicate effectively both orally and in writing; prepare comprehensive administrative, statistical, fiscal, technical and planning reports and studies.
- Make professional and sound recommendations to the Director, Executive Team and Board of Supervisors.
- Effectively represent the Department to other departments and public agencies, as assigned.

## *Key Duties and Responsibilities*

- As a member of DCD's management team, the Sustainability Coordinator will advise the DCD Director, Executive Team and the County Board of Supervisors on all matters and issues related to sustainability and the formulation of related policies, initiatives and procedures.
- Plan and administer sustainability-related departmental activities and programs.
- Work collaboratively to build and develop relationships with elected officials, and staff from the County and cities throughout Contra Costa and other public agencies.
- Provide staff and technical assistance to various programs, as needed.
- Develop and participate in and/or lead multi-department collaborations related to sustainability.
- Research sustainability issues and develop policy options for the County.
- Provide budget and administrative oversight for the assigned areas of responsibility.
- Staff the Board of Supervisors Ad Hoc Committee on Sustainability.
- Coordinate multi-departmental implementation of the County's Climate Action Plan and track progress towards achieving greenhouse gas reduction targets.
- Represent the county at public meetings and events.
- Provide leadership to build consensus and effectively implement the County's sustainability initiative
- Coordinate the County's efforts to compete for Cap and Trade funding.





## Qualifications

### Education

Possession of a bachelor degree from an accredited college or university with a major in Urban Planning, Regional Planning or closely related to one or more Planning Fields.

### Experience

**Journey:** Four (4) years of professional experience in one or more of the Planning Fields for a city, county or regional land use planning agency or other organization related to the Planning Fields.

**Substitution for Academic Major:** One (1) year of additional qualifying planning experience may be substituted for the required undergraduate academic major.

### Planning Fields

*The related Planning Fields are: Current Planning, Advanced Planning, Transportation Planning, Water Planning, Solid Waste and Recycling, Habitat and Natural Resource Conservation, Housing/ Community Assistance Programs, Demographics/ Geographic Information Systems, Economic Development, Sustainability, Climate and Energy Efficiency Programs.*

## Compensation

The salary for this position is within an established annual range of \$87,739 - \$106,902, with hiring dependent upon the qualifications and experience of the selected candidate. Contra Costa County offers a range of competitive benefit options below:

### Health & Welfare Benefits

- Medical – HMO & PPO Insurance and Dental – PPO & DHMO Insurance;
- Basic Life Insurance and Supplemental Life Insurance (with optional dependent coverage);
- Health Care Spending Account, Dependent Care Assistance Program and Long Term Care Insurance.

### Financial Future

- Short-Term and Long-Term Disability Insurance;
- Retirement Plan – Defined Benefit Pension Plan and Social Security;
- Deferred Compensation Plan.

### Work/Life Balance

- Paid Holidays, Vacation and Sick Leave Accrual;
- Management Paid Leave, Employee Assistance Program.

## Selection Process

### Application Filing and Selection Process

1. Application Filing: Applicants, including County Employees, are to apply on-line at Contra Costa County Department of Human Resources, [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the supplemental questionnaire by the final filing date. All applicants must clearly demonstrate that they meet the minimum requirements provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed or late applications will not be accepted.

2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

3. Oral Interview: An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

Conviction History Form and Fingerprinting: As part of the application and selection process, an applicant may be required to complete a Conviction History Form and submit to fingerprinting. Please note that the Conviction History Form should only be submitted when requested.

## Application Deadline: December 18, 2015

Females, Minorities and Persons with Disabilities are Strongly Encouraged to Apply. An Equal Opportunity Employer.