



GROUP MANAGER, SUSTAINABILITY PROGRAM

JC: 000088

PB: 11

FLSA: Exempt

BU: 95 (NR)

Created: June 2015

Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, directs, manages and oversees the activities and operations of the District's Sustainability Program and Policies through sustainable and resilient provision of energy and other key resources; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Chief Transit Systems Development Officer; and performs related work as assigned.

CLASS CHARACTERISTICS

This Deputy Director level classification is responsible for performing administration of a department under the direction of the Director or Executive category. Classifications in this category assist in guiding the development, preparation, and maintenance of the department's policies, may lead collaborative efforts with other internal departments to develop continuous process improvements, or manage consulting contracts and task orders, and monitor and evaluate staff performance and provide feedback, coaching, and/or positive recognition for department personnel and decision-making may have significant, long-term impact on the organization. This classification is distinguished from the Chief Transit System Development Officer in that the latter has overall responsibility for oversight and management of the District's planning projects and programs.

REPORTS TO

Chief Transit System Development Officer or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Develops multiple projects; performs contract negotiations and applies for possible grant funding.
2. Prioritizes Sustainability and Energy team projects for forward movement through different departments.
3. Assumes full management responsibility for implementing, reviewing, and updating BART's Sustainability Plan/Policy and related programmatic guidance including BART's sustainability, wholesale electricity portfolio policy and input on regulatory dockets and relevant state and local energy related legislation.

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4. Manages the development and implementation of program goals, objectives, policies and priorities for the Energy Division and Environmental Management System.
5. Establishes, within District policy, appropriate staffing levels; monitors and evaluates the efficiency and effectiveness of sustainability outcomes from Sustainability Group activities; allocates resources accordingly.
6. Plans, directs and coordinates, through subordinate level staff, the Energy Division and Environmental Management Systems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
8. Evaluates sustainability improvements for cost-effectiveness through lifecycle, costing, cost-benefit analysis or other appropriate techniques.
9. Analyzes the threat to the BART system based upon severe weather events and evaluates system for improvements to resilience to shocks such as extreme weather, sea level rise, earthquakes, energy security, and manmade threats; highlights techniques with resilience and sustainability co-benefits.
10. Analyzes the opportunities, constraints and recommends responses presented by federal, State, and local energy conservation, green building, green supply chain management, and other sustainability-related regulations and programs.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Communicates with internal and external stakeholders; makes Board presentations, gives press interviews, attend speaking events and conference, updates Sustainability piece on the BART website and participates in marketing projects.
13. Oversees and participates in the development and administration of the program budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
14. Explains, justifies and defends programs, policies and activities; negotiates and resolves sensitive and controversial issues.
15. Represents the Sustainability Group to other departments, elected officials and outside agencies; works with other departments to identify opportunities to implement best practices in incorporating sustainability into appropriate projects and ongoing activities; coordinates with regional and national agencies to develop partnership opportunities for low-carbon power and related strategies.

16. Provides staff assistance to the Assistant General Managers and Chief Planning and Development Officer(s); participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
17. Attends and participates in professional group meetings; stays abreast of new trends, innovations, and legislation at the federal, State, regional and local levels related to sustainability.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the State of California energy policy
- Industry from private sector perspective
- Principles and practices of policy development and administration
- Advanced principles and practices of sustainability, resilience, energy conservation, carbon reduction, green building, and green supply chain management
- Practices and procedures of the energy industry
- Principles and practices of contract administration and negotiation
- Principles and practices of budget preparation and administration
- Principles of lifecycle and/or cost-benefit analysis of potential projects and policies
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Developing and administering program goals, objectives and procedures
- Effective communication of sustainability to internal and external audiences
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Interpreting and applying applicable Federal, State and local policies, laws and regulations to support sustainability outcomes
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in public policy, business/public administration, environmental policy, environmental or mechanical engineering, planning or a closely related field from an accredited college or university.

Experience:

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Six (6) years of (full-time equivalent) verifiable professional experience in sustainability project and program management or related experience which must have included at least two (2) years of management and administrative experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No