



JOB INFORMATION

<i>Job Code:</i>	119143
<i>Job Title:</i>	Sustainability Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Responsible for leading and developing university-wide sustainability programs, formulating and directing short- and long-term strategic plans. Oversees program operations and strategic functions, and establishes program policies and procedures. Directly responsible for program design, administration, budget, marketing, public relations, and fundraising.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
	X	Master's degree	Environmental Science
	X	Master's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proven management/leadership experience.
X		Extensive knowledge of sustainability initiatives (e.g., energy and waste management, resource conservation, recycling).
X		Demonstrated organization skills and budget management experience.
X		Excellent written and oral communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in marketing and promotions.
	X	Demonstrated success growing and developing a sustainability program from a leadership position.
	X	Proven accomplishments within the sustainability community.
	X	Familiarity with the history of the university's sustainability efforts.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans, develops, and directs sustainability initiatives to reduce the use of nonrenewable resources and minimize the environmental impact of university operations. Develops operational and administrative policies for the program.				
Directly or indirectly manages all assigned staff. Determines organizational structure, reporting relationships, and short- and long-range staffing needs based on program goals.				
Develops and manages program budgets (e.g., operations, endowments, sponsored projects), and makes major budgetary and resource allocation decisions. Identifies fundraising and development opportunities and strategizes on practicability. Seeks funds for program operations from private and public sources.				
Directs the development of program marketing and promotional strategies.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.