



JOB INFORMATION

<i>Job Code:</i>	119142
<i>Job Title:</i>	Sustainability Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises student and/or temporary workers.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Manages sustainability programs, overseeing operations and administrative functions. Contributes to short- and long-term program strategy and manages day-to-day activities and services.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Environmental Science	Or
	X	Bachelor'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		5 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		Ability to work effectively with no supervision.
X		Experience in leadership/management roles.
X		Proficient in Microsoft Office and other relevant software.
X		Excellent written and oral communication skills.
	X	Experience leading sustainability efforts and programs.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Extensive experience in leadership/management roles.
	X	Comprehensive knowledge of budget management.
	X	Established favorable relationships with relevant external agencies.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages sustainability efforts and monitors progress in energy use reduction, cost savings, and other measures (e.g., waste management, resource conservation).				
Researches and prepares recommendations for new and improved sustainability practices and programs. Plans and develops program objectives and content. Researches and identifies trends and needs, establishing program direction accordingly. Assesses quality of program operations, modifying existing program services or creating new program offerings to maintain or enhance program standings.				
Participates in budget decisions, considering cost effectiveness, feasibility, and means of acceptance. Develops and manages program budgets, providing financial status reports and recommending or instituting changes and resource allocations, as requested.				
Serves as a key resource for sustainability programs. Addresses questions and resolves program-related problems, and serves as point-of-contact for external agencies (e.g., LADWP, Edison, SoCal Gas Company) involved in sustainability processes (e.g., rate negotiations, metering concerns, load curtailment activities).				
Manages all aspects of an internal energy efficiency program (e.g., project identification and development, financial tracking, interdepartmental collaboration). Works closely with other units for system-based cost analysis and provides recommendations for improvements. Develops requests for quotations and proposals (RFQs and RFPs) and manages consultants administering programs.				

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.