

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Greenspace Initiatives Manager		
<b>Job Code:</b>	MG1911	<b>Job Family:</b>	Management
<b>Pay Grade</b>	615	<b>Date Reviewed:</b>	07/22/24
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a broad range of research, development, and organization duties to support open space and resource conservation initiatives, aimed at enhancing sustainability outcomes for the City of Fort Worth. Performs professional, complex, analytical, technical, and consultant work to achieve sustainability objectives in the key focus areas such as open space conservation, the natural environment, green spaces, the built environment, and climate resiliency and adaptation. Collaborates with departments and divisions to implement programs that engage the community in the city's sustainability efforts.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees projects and creates proposals addressing open space and resource conservation, improved quality of natural green spaces, the built environment, and climate resiliency and adaptation. Collaborates with city departments and divisions to identify and address sustainability needs, fosters and coordinates new sustainability ideas and concepts, and aids in the creation of ordinances.
3. Collaborates with staff to create and improve sustainability programs for the City of Fort Worth. Develops and leads environmental program implementation, monitors progress, recommends procedures, develops indicators for sustainable operations and business practices, and prepares and presents statistical data.
4. Conducts studies, collects, manages, and analyzes complex datasets, and prepares monthly, quarterly, and annual reports on environmental services and sustainability. This includes using measurable indicators and metrics to provide annual reports on benefits and outcomes, and ensuring all local and state reporting requirements are met.

5. Prepares and administers program budgets and grants; research, prepare, and submit grant proposals for sustainability projects and programs; administer grants; ensure compliance with guidelines and regulations.
6. Directs, oversees and reviews operational duties, including report preparation, budget preparation, feasibility studies, complex research projects, program development, meeting and event organization, and service delivery improvement recommendations.
7. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures; works with employees on the continuous improvement of department specific services
8. Represents the department to other departments, elected officials and outside agencies and organizations; coordinates assigned activities with those of other departments and outside agencies and organizations
9. Participates in local and state government workshops to help create local and state programs, develop regional sustainability campaigns, guide legislation, and stay updated on current sustainability trends and principles.
10. Provides guidance and resources for residents, businesses, communities, and students to participate in sustainability initiatives.
11. Participates in local, regional, and national organizations focused on open space and resource conservation, natural environment and green space programs.
12. May travel to attend meetings, conferences, special events and training.
13. Perform other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Environmental science principles and sustainability practices.
  - Local, state, and federal environmental regulations and policies.
  - Project management methodologies and best practices.
  - Research, data collection, analysis, and reporting techniques.
  - Grant application processes and funding opportunities for sustainability projects.
  - Open and resource conservation and green space programs, solid waste reduction strategies, and zero waste practices and principals.
- **Skill in:**
  - Effective English oral and written communication and public speaking.
  - Policy development and program evaluation.
  - Building and maintaining relationships with various stakeholders, including city departments, government agencies, community organizations, and residents.
  - Developing and delivering outreach and education programs.
  - Using software and tools for data analytics, project management, and reporting.

- Organizational and time management to handle multiple projects simultaneously.
- **Ability to:**
  - Use metrics and indicators to measure program effectiveness and sustainability outcomes.
  - Lead and manage a team, providing direction, support, and performance evaluations.
  - Communicate complex technical information to diverse audiences.
  - Facilitate meetings, workshops, and public forums.
  - Develop and implement strategic plans to achieve sustainability goals.
  - Identify problems, develop solutions, and implement changes to improve sustainability outcomes.
  - Proactively identify opportunities for sustainability improvements and develop innovative solutions.
  - Adapt to changing priorities and work effectively in a dynamic environment.
  - Engage and educate the community on sustainability practices and encourage participation.
  - Prepare thorough and precise reports, grant applications, and policy documents.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Environmental Science, Sustainability, Public Administration, or a related field and five (5) years of experience in sustainability, environmental management, or a related field.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.