



## City of Ketchum

January 19<sup>th</sup>, 2021

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Discussion and Consideration of Funding County-City Sustainability Program Manager**

#### Recommendation and Summary

Staff is requesting feedback on the concept of fifty percent city funding for a County Sustainability Program Manager (*draft job description attached*). Should the Council support the concept, staff would return to the Council with a memorandum of understanding (MOU) with Blaine County which would outline the city's role in the hiring process and input into the position's annual work plan.

The reasons for the request are as follows:

- Many of the city's sustainability initiatives, such as clean energy, will require a valley or regional solution to be effective.
- This position will provide a single coordinator to create implementation plans between all governmental and non-governmental entities.
- Creation of this position would enable better coordination between not only governmental entities within the valley, but non-profits as well.

#### Introduction and History

Over the last year there have been informal discussions between the County and the cities of Hailey and Ketchum regarding the synergistic value of a position to coordinate key valley sustainability initiatives (e.g. clean energy, solid waste/recycling, water). The original concept was to split the funding equally between the three entities. Currently, the City of Hailey does not have funds to participate but hopes to in future years.

#### Analysis/Next Steps

Should the Council support this overall concept and associated position, staff would return with an MOU that would outline roles regarding hiring the position, as well as input into the position's annual work plan. Staff has also raised the idea of a steering or advisory committee consisting of both governmental and non-profit organizations who focus on valley sustainability efforts.

#### Sustainability Impact

Many of the city's goals outlined in the Ketchum Sustainability Plan are valley-wide in nature. This position would help bifurcate regional goals to this new position, and city only goals to city staff.

#### Financial Impact

Blaine County has developed the draft job description and has estimated total annual costs of \$120,000 based on the following detailed costs:

- Starting salary \$70,000
- Insurance/benefits (35%) \$25-30,000 (depending on selections)
- Startup and on-going program costs \$20,000

The County is proposing to split these costs equally. The City Council allocated \$50,000 in FY21 budget for sustainability related initiatives. To date, \$3,000 was used for professional services to facilitate KSAC efforts. The remaining funds could be used for this position. We are almost four months into the current fiscal year and recruitment for this position will take several additional months, therefore, the full \$60,000 is not needed. Should KSAC identify one-time sustainability projects in the current fiscal year, funds could come from the current CIP fund balance to implement.

Attachment:  
DRAFT Job Description

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## Job Announcement

<b>Job Title:</b>	Sustainability Program Manager
<b>Department:</b>	Sustainability
<b>Reports To:</b>	County Administrator
<b>FLSA Status:</b>	Full-Time / Exempt
<b>Salary:</b>	Starting at \$70,000 annually plus benefits, DOE

### Blaine County Sustainability Program Mission Statement:

Lead Blaine County's regional sustainability efforts to support the mission of reducing the region's carbon footprint and proactively addressing climate-related impacts and sustainability measures.

### General Statement of Duties:

The Blaine County Sustainability Program Manager will provide direct service to Blaine County and its cities serving as coordinator to streamline local governmental sustainability action. The Sustainability Program Manager will be a subject matter expert in sustainability responsible for leading the County's regional sustainability efforts among the County's five incorporated cities of Sun Valley, Ketchum, Hailey, Bellevue and Carey.

### Primary Job Responsibilities:

- Provides outstanding customer service to all customers, at all times.
- Coordinates the establishment of countywide sustainability goals and develops collaborative efforts and project plans to achieve the goals.
- Leads the development and implementation of a regional Climate Action Plan (CAP).
- Responsible for embedding CAP action items into Blaine County's and each individual jurisdiction's Capital Improvement Plans, Comprehensive plans, the Regional Transportation Plan and other relevant planning documents.
- Coordinates a regular, bi-annual Greenhouse Gas (GHG) inventory of the Wood River Valley based on the ICLEI (Local Governments for Sustainability) protocol.
- Facilitates with Blaine County and the cities to benchmark energy, water, and waste data and report on performance.
- Engages with residents and business owners to inspire and generate excitement to promote community and social resiliency and sustainability initiatives.
- Facilitates and manages large public processes to gather input and garner community support and engagement.
- Responsible for drafting model ordinances designed to help achieve the countywide sustainability goals for consideration and adaptation by Blaine County and the cities.

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- Coordinates and facilitates sustainability program meeting and efforts.
- Serves as subject matter expert to coordinate sustainability efforts between Blaine County and the cities.
- Partners with Blaine County Outreach and Education Coordinator to communicate sustainability goals and progress to the community.
- Provides advice and guidance to elected and appointed officials regarding sustainability projects and issues.
- Responsible for attending trainings, conferences, and seminars and conducting self-study to stay informed on emerging sustainability trends, technology and best practices.
- Regularly monitors, prepares reports, and provides updates to Blaine County Board of Commissioners and the city councils regarding progress towards sustainability goals.
- Researches and identifies alternate funding opportunities to support sustainability goals, including grant opportunities and partnerships.
- Ensure development and implementation of accurate and efficient implementation plans for achieving sustainability goals.
- Builds and maintains respectful, positive working relationships with elected and appointed officials, Blaine County and city staff, outside agencies, and the public using excellent customer service principles.
- Performs other duties as assigned.

## **Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

## **Education and Work Experience:**

- A Bachelor's Degree in planning, environmental science, sustainable business, public administration or another related field is required;
- A Master's Degree in a related field is preferred;
- A minimum of five (5) years' relevant professional work experience in the environmental, planning, or regulatory industry; or
- A combination of education and work experience that provides the necessary knowledge, skills and abilities to perform the essential job responsibilities.

## **Language Skills:**

- Must have the ability to communicate by understanding and speaking the English language; read, analyze, and interpret general business periodicals, professional journals, technical procedures and government regulations; write reports and business correspondence, effectively present information, and respond to questions from elected officials, partner stakeholders, and the general public.

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## **Mathematical Skills:**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of situational variables where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Other Knowledge, Skills, and Abilities:**

- Must possess extensive knowledge and experience in a broad range of topics related to sustainability program management.
- Experience with planning, policy development, and implementation of organizational preparedness for sustainability as a part of larger resiliency efforts.
- Must possess excellent time management skills.
- Must possess excellent public speaking, presentation and communication skills.
- Ability to communicate technical information in a clear and concise manner.
- Ability to multitask and prioritize projects in a fast-paced environment with multiple interruptions.
- Experience in preparing written technical and business documents and conducting critical and analytical thinking and problem solving.
- Ability to prepare and deliver presentations and written reports to include recommendations to a variety of audiences.
- Must possess a high level of self-motivation and initiative.
- Ability to develop productive working relationships.
- Must possess excellent leadership and collaboration skills.
- Ability to work as part of a team as well as independently with minimal supervision.
- Must be able to pass a criminal history background check.
- Must possess a valid Idaho Driver's License.

## **Essential Physical Abilities:**

- 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. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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## **Working Environment**

- Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; travel between work locations will be required; may work under stress of deadlines.

## **Equal Opportunity Employer:**

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job announcement indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

***Application packets will be accepted until the position is filled.***

**To apply, submit a resume and completed application through the Blaine County website at**

**<https://www.co.blaine.id.us/243/Human-Resources>**