



City of Aurora

JOB DESCRIPTION

TITLE: *PROPOSED*

JOB CODE: TBD

DIRECTOR OF SUSTAINABILITY

DEPARTMENT: Development Services

SALARY GRADE: TBD

LABOR GROUP/PAY PLAN: Executive Pay Plan

FLSA STATUS: Exempt

LOCATION: Development Services

EFFECTIVE: Enter date

Definition

The City of Aurora is seeking a bold, collaborative, and visionary leader to serve as its first Sustainability Director. This newly established role will lead the City's sustainability efforts through strategic planning, innovative programming, and regional partnerships. The Director will oversee the implementation and integration of economically sustainable practices across City operations.

The position requires a forward-thinking leader with experience in building green infrastructure, implementing progressive energy codes, designing training and educational programs, and creating incentive programs that assist Aurora residents and businesses who are seeking to take advantage of state, national and utility-funded programs. The Sustainability Director will also play a key role in the development of a local Passive House laboratory, stretch energy code training, retrofit programs, and the creation of a public banking structure for green building financing.

Physical Demands and Equipment

This position requires the use of various office equipment including a computer, telephone, copy machine, printer, and fax machine. Duties shall be performed in a normal office environment with fieldwork and community engagement responsibilities. May be required to attend evening or weekend public meetings. Some travel required for site visits, regional collaboration, and conferences.

Essential Functions of the Job

1. Strategic Planning & Leadership

- Develop, manage, and update the Citywide Master Sustainability Plan.
- Integrate sustainability strategies into all facets of city operations and long-term planning.
- Provide technical and administrative support to senior City leadership on sustainability matters.
- Complete a water supply vulnerability assessment using EPA's CREAT, if available. ISWS report states COA will switch to Lake Michigan water supply in 2035. If so, assist with planning this project, as it may be funded with an SRF loan.

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- Complete an annual report of environmental accomplishments. Quantify energy savings, emissions reduction, and implementation progress.

2. Sustainability Program Development

- Work with the CEJA Workforce Development Hub to develop adequate training and certification programs for eligible students, businesses, contractors, and developers who are seeking to enter the energy efficiency world.
- Successfully navigate the process of adopting “stretch codes” and working with city staff, contractors and developers to effectively implement these changes. This includes leading citywide training initiatives on new codes and advanced building practices.
- Develop and implement home and building retrofit programs for increased energy and water efficiency.
- Collaborate with economic development staff and external partners to launch a public bank or green investment mechanism to finance small- and large-scale sustainability projects with C-Pace lending.
- Serve as a liaison to local schools, businesses, and residents to build public awareness and drive culture change around sustainability.
- Work directly with contractors, developers and the Economic Development Department on new construction projects for vacant lot development throughout the city.
- Create presentations and flyers to educate the public on financial incentives for solar panels and electrifying home appliances. Apply for state grants for this work.
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- Work with staff to update the website for sustainability.

3. Policy, Procurement & Oversight

- Develop procurement policies to prioritize environmentally, socially, and economically sustainable purchasing practices.
- Coordinate citywide sustainability metrics and develop performance tracking dashboards.
- Analyze operational and fiscal data to assess lifecycle impacts of policies, procurement, and programs.
- Manage relationships with consultants, contractors, and vendors aligned with green building and solar objectives.

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- Identify architectural, engineering and construction firms who are qualified to implement sustainability into all city remodels, new builds, or other city-aligned construction projects
- Write and amend ordinances for environmental sustainability, which may include alternative groundcovers for the landscaping ordinance, removing restrictions for solar panels on historic buildings, and a cool surfaces ordinance.
- Plan for the expansion of waste hauling services provided by the City to provide curbside recycling and composting pickup for all residents, businesses, multifamily buildings, and schools.
- Create a methodology for rating residential and commercial properties that utilizes a HERS Rating system or similar science-driven program as Energy Star.

4. Stakeholder Engagement

- Serve as the primary public contact and spokesperson for City sustainability issues.
- Lead or participate in regional, state, and national policy forums and grant opportunities.
- Collaborate with home builders to provide education and marketing materials on Net Zero Energy Ready Homes. Share which builders have green models or upgrades.
- Facilitate community working groups and public education campaigns around sustainability.
- Maintain an active City presence on sustainability through digital and social media outreach.

5. Interdepartmental & Intergovernmental Collaboration

- Coordinate closely with Planning, Building, Engineering, and Public Works on major capital projects.
- Provide internal training and support to city departments adopting sustainable practices.
- Engage with local, state and federal agencies to represent Aurora's interests in sustainability funding and regulation.
- Establish connections and maintain relationships with county environmental points of contact in DuPage, Kane, Will and Kendall counties. This includes attending county climate working group meetings.
- Represent the City of Aurora at Metropolitan Mayors Caucus Environmental Committee, CMAP Climate Committee and similar meetings.

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- Modernize Aurora's fleet of vehicles to a carbon-free standard - work interdepartmentally, and with ComEd to develop a fleet transition plan for city vehicles and to develop the necessary EV Charging infrastructure to accommodate new fleet vehicles, pursuing grants when available.
- Collaborate with the state's contractor to bring Bright Neighborhoods program or a similar targeted outreach for income qualified residents for the Illinois Solar for All program.
- Appointing a qualified staff liaison to the Sustainability Board, or serve in this capacity
- Assist in planning events such as GreenFest and public electrification presentations.

Required Knowledge and Abilities

- Strategic planning, data analysis, and public administration.
- Contract negotiation, grant writing, and fiscal oversight.
- Familiarity with building performance standards, energy audits, and energy modeling tools such as the HERS Index.
- Excellent public speaking, stakeholder engagement, and media communication skills.
- Strong understanding of climate resilience, decarbonization, circular economy, and sustainable urban development.

Qualifications for Hire

- Requires a bachelor's degree in Environmental Science, Architecture, Urban Planning, Energy Management, Public Administration, or related field. A Master's degree is preferred.
- Requires a minimum five (5) years of professional experience in sustainability, environmental management, or green building leadership, with three (3) years in a managerial or supervisory role.
- Experience with Home Energy Rating System (HERS) Index or certification as a HERS Rater is highly desirable
- Experience in public sector or local government is preferred.
- Possession of or ability to obtain a valid Illinois Driver's License.
- LEED AP, ISSP-CSP, HERS Rater, BPI, Passive House certification, or equivalent accreditation is preferred.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific

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statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of my job description. The description of DIRECTOR OF SUSTAINABILITY describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the 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 by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date