



**CITY PLANNER SUPERVISOR
(SUSTAINABILITY MANAGER)
BALTIMORE OFFICE OF SUSTAINABILITY
CIVIL SERVICE; FULL-TIME
\$77,608- \$124,063**



The City of Baltimore Department of Planning Office of Sustainability acts as a resource, catalyst, and an advocate to create an equitable and resilient Baltimore. We integrate environmental integrity, social equity, and economic prosperity to provide innovative solutions to important challenges that benefit all Baltimoreans. In addition to overseeing and tracking the implementation of the 2019 Sustainability Plan, the Office integrates sustainability into City operations and collaborates with other individuals and organizations working to advance community health and vibrancy.

We are seeking qualified individuals to fill a vacancy for our Sustainability Manager, a critical role in the equitable implementation of our vision and programs. Reporting to the Director of Sustainability, the Manager is charged with the development, promotion, implementation, coordination, and advancement of the strategies and actions outlined in the 2019 Sustainability Plan and its Equity Implementation Guidelines. Accountability for Plan implementation includes identifying emerging sustainability programs and initiatives, developing annual reports, and planning the yearly community-wide Open House.

The Manager staffs the Commission on Sustainability and supervises three full-time professional staff. The position requires the ability to think strategically, secure external grant funding, expand connections to outside organizations, and foster linkages to communities to support sustainable activities and programs. Candidates must be deadline driven with the ability to excel whether working independently or collaboratively. We expect to hire at or around the starting salary for this position.

ESSENTIAL RESPONSIBILITIES

- Effective management, monitoring, and coordination of 2019 Baltimore Sustainability Plan implementation and the application of the Equity Implementation Guidelines.
- Convene and communicate with agency staff, partners, and community/stakeholder groups to set priorities, monitor work activities, and draft progress reports.
- Track and gather data from city agencies and partners to demonstrate plan implementation progress and improve performance.
- Manage the preparation of annual reports and the yearly Sustainability Open House.
- Undertake special projects as assigned. Expected areas of work include renewable energy, energy efficiency, transportation, and waste diversion.
- Staff the Sustainability Commission by engaging and supporting Commissioners in their work to implement priority actions.
- Support the Division's fundraising efforts by fulfilling requirements of existing grant funded programs and by seeking new grant-funding opportunities.

- Assist in the budget development and reporting process, respond to legislative initiatives, and perform other administrative functions for the unit.
- Review, evaluate, and integrate sustainability operating policies into other agency portfolios.
- Evaluate and make recommendations of the applicability and appropriateness of the City's participation in national, state, and regional sustainability initiatives.
- Manage work programs and support the professional development of assigned staff:
- Other duties as assigned to support the Department of Planning.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of best practices in sustainability and equity. Additional knowledge of renewable energy, energy efficiency, transportation, and/or waste diversion is preferred.
- Knowledge of community engagement best practices.
- Experience working with disinvested or vulnerable communities in an urban setting is preferred, gained through personal lived experience or through employment.
- Knowledge of communication methods and research methodology as related to urban planning and sustainability.
- Ability to prepare comprehensive reports; experience preparing detailed sustainability-related plans and design is preferred.
- Skill in writing grant proposals and reports.
- Excellent oral and written communication skills; ability to communicate a complex citywide sustainability agenda in a clear and focused manner.
- Ability to work independently and be proactive in identifying opportunities and issues.
- Ability to work collaboratively with a diversity of people, including personnel from other City as well as state and federal agencies, developers, and residents.
- Skill in facilitating meetings, workshops, and public presentations, and ability to manage committees and working groups.

MINIMUM EDUCATION AND EXPERIENCE

Requirements - A master's degree in urban or regional planning, sustainability or environmental studies, public administration, public health, emergency planning, transportation or a closely related field from an accredited college or university and five years of experience in performing urban, regional, transportation, environmental, sustainability, or emergency planning work.

Equivalencies - A bachelor's degree from an accredited college or university and six years of experience in performing urban, regional, transportation, environmental, sustainability, or emergency planning work.

Completion of post graduate education in urban, regional, or emergency planning, sustainability or environmental studies, public administration, public health, transportation or a closely related field from an accredited college or university may substitute for two years of the required experience.

HOW TO APPLY

To apply, visit Baltimore City's Department of Human Resources website [Job Opportunities | \(governmentjobs.com\)](https://www.baltimorecity.gov/governmentjobs) and apply to the **City Planner Supervisor** position by the closing date.

CONDITIONS OF EMPLOYMENT

Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

BENEFITS

Baltimore City offers a comprehensive benefits package including medical, dental, vision, and life insurances; 11 paid holidays; retirement plan; and paid leave.

ABOUT THE AGENCY

The City of Baltimore Department of Planning is the agency entrusted to guide the physical development of Baltimore as a diverse, sustainable, and thriving city of neighborhoods and as the economic and cultural driver for the region. We are committed to an equitable Baltimore that addresses the needs and aspirations of its diverse population and meaningfully engages residents through inclusive and collaborative processes to expand access to power and resources. More can be found here: <https://planning.baltimorecity.gov/>. We value a workforce built on diversity and inclusion and promote equity as an inherent part of our culture. All applicants regardless of age, race, color, religion, sexual orientation, marital status, national origin, physical or mental disability are welcome.