

CITY OF SHAKER HEIGHTS
Three-Year Position – Independent Contractor
November 26, 2018

Position Title: Sustainability Coordinator
Department: Chief Administrative Officer
Application Deadline: December 28, 2018

The City of Shaker Heights is seeking a Contract Employee to serve as the Sustainability Coordinator for a three-year period. Individuals with expertise in environmental sustainability, municipal operations, and organizational best practices are invited to submit proposals to support City Council's Sustainable Shaker Committee and provide assistance in making recommendations for, and implementing, energy-efficiency and cost-saving initiatives, and to research and recommend best practices for City-wide sustainability.

The City has undertaken a number of sustainability initiatives to preserve the environment and conserve energy. Likewise, the City encourages residents to consider ways to reduce their carbon footprints and improve energy efficiency in their homes. The [Sustainable Shaker webpage](#) provides residents with a variety of resources on the City's work to increase sustainability and ways for them to live a more environmentally friendly, energy efficient lifestyle. These resources include a mobile app for citywide recycling, an alternative energy feasibility study, and a guide to choosing solar in Shaker Heights.

Shaker Heights created a Task Force specifically focused on sustainability initiatives. The Climate Change Task Force (now known as the Sustainable Shaker Task Force) was formed in response to the extraordinary rainfall incident of July 2014, which resulted in mass flooding. Recognizing the many green initiatives, energy efficiency work, and emergency planning the City had accomplished over time, the Task Force agreed early in its process to focus its efforts on the concept of "resiliency," which combines both sustainability efforts and readiness preparations. The Task Force published a report in December 2015, *Building a Resilient City*, which addresses steps the City and residents can take to improve sustainability and address the effects of climate change.

While these initiatives support the City's sustainability efforts, recent discussions about how to best formalize sustainable policies and priorities within the City have recognized a desire to achieve more.

The City is seeking to achieve the following objectives:

1. Create a Council committee called the Sustainable Shaker Committee, with Council members and residents appointed by the Mayor. Legislation related to sustainability that requires Council approval and in the past has been considered by other Council committees will be reviewed by the Sustainable Shaker Committee.
2. Establish sub-committees of the Sustainable Shaker Committee with membership open to any resident who is interested in the sub-committee's focus, representing key sustainability priorities of the City.
3. Hire a Sustainability Coordinator for a three-year period to work with the Administration to serve as staff to the Mayor, Chief Administrator's Office (CAO), and the Sustainable Shaker Committee, and its Council member Chair.

The City of Shaker Heights is allocating \$60,000 annually for a period of 3 years. The consultant will be hired for approximately 20 hours/week of work at a cost not-to-exceed \$50,000 annually. The remaining funds will be available for grant matching, the hiring of technical consultants, and additional sustainability efforts.

Working with the City's Administration and the Sustainable Shaker Committee, the Sustainability Coordinator will also conduct research to prioritize and implement energy and cost saving initiatives, such as:

- City facilities' utility costs and savings
- Energy conservation measures for City buildings

- Alternative fuel options for City vehicles
- Leading an internal City “Green Team”
- Solar power generation on City-owned vacant lots
- Other green initiatives as defined by the committee, administration, and council
- Liaison to the Sustainable Shaker Committee and Green Team

Please submit a proposal for this position that includes:

1. Cover letter and contact information.
2. Individual profile detailing your sustainability, academic, professional and other relevant experience.
3. Proposed scope of work, methodology, and suggested enhancements and clarifications based on the City’s objectives.
4. Detailed descriptions of at least two (2) other previously completed projects related to sustainability consultancy work and complete references. Reference information MUST include: employer or client name, title, address, phone, and email. Feel free to include additional information such as website links or project reports.

Submissions must be emailed in PDF format (file size no larger than 15MB) no later than 4 PM on December 28, 2018. Submit proposals to:

Sandra Middleton
Human Resources Manager
City of Shaker Heights
3400 Lee Road
Shaker Heights, OH 44120
Sandra.middleton@shakeronline.com

Please direct all questions to Sandra Middleton at (216) 491-1488 or the email listed above.

Previous plans and documents also available: bit.ly/2xknhTU

2011 Energy Conservation Plan – URS Corporation

2011 Alternative Energy Feasibility Study – Haley & Aldrich

2015 Building a Resilient City – Sustainable Shaker Task Force

2016 Energy Conservation Master Plan – City of Shaker Heights

2017 Recommendations for the City Government – Sustainable Shaker Task Force

Review/JobSustainabilityCoordinator