



CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

Sustainability and Innovations Commercial
Sustainability Analyst

Job Code: 401850	
Service Area: City Administrator	
Service Unit: Sustainability & Innovation	
Salary Grade (Non-Union): 7	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Sustainability and Innovations Energy Manager	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: Temporary employees and interns as needed	
Description Prepared By M. Stults – 10/16/2025 HR Review – EB, CW 10/24/2025 Legal Review of physical requirements – MR 5/6/2020	

Date Job Description Finalized

10/28/2025

Role Summary

Performs responsible administrative and professional work of a complex nature, including developing, co-leading, and supporting the identification, development, implementation, and evaluation of community-facing climate, sustainability, and innovation programs for the City. Includes starting and supporting the start-up of new projects and managing projects with significant internal and community involvement. Administers, plans, coordinates, staffs, organizes, and monitors the activities of the assigned programs. Supervises interns and temporary employees, helping them grow individually and professionally.

Duties

Duties are performed under the general supervision of the Energy Manager or designee and may include the following:

Essential Duties

- Develop a commercial sustainability accelerator strategy to support businesses with rapidly scaling sustainability-related practices.
- Strategically engage in relationship-building, outreach, and education with commercial entities in the community as outlined in the strategy. This includes collaborating with business associations (Main Street, State Street, Kerrytown) and the Chamber of Commerce to ensure the commercial sustainability strategy is grounded in the needs and desires of local businesses.
- Lead implementation of the strategy and coordinate service delivery to ensure excellent customer service for local businesses, inclusive of identifying new opportunities, collaborators, and resources needed to support commercial entities with their sustainability endeavors, as feasible.
- Hold regular meetings with key collaborators to align service delivery and programming.
- Help crystalize a “Commercial Building Sustainability Navigator” program to initially be run by the 2030 District. The purpose of the Commercial Building Sustainability Navigator is to ensure smooth experience and seamlessly integration of commercial entities into the relevant support programs to help them decarbonize their buildings. Ensure this Building Navigator aligns with the overarching Sustainability Navigator being created by OSI.
- Refine and advance a business recognition program, built on the Ann Arbor Green Business Challenge model. This model must include meaningful recognition, brand elevation, and community marketing of sustainability in action.
- Chronicle business-related sustainability needs for which services do not currently exist and help, as possible, to find timely solutions.
- Co-oversight of and support designing Commercial Sustainability Rebate program.
- Track sustainability-related performance, including making programmatic adjustments to achieve stated goals more effectively.
- Ongoing outreach and coalition building to help support commercial sustainability related efforts as ideas and opportunities emerge.
- Capture and tell the stories of commercial sustainability actions.
- Conduct ongoing research into promising practices, emerging trends, and potential opportunities for existing and new sustainability, energy, and innovation policies, programs, and projects.

- Use a variety of tools to engage the public in the sustainability, climate, and energy planning and implementation processes and organize meetings to solicit input and generate dialogue with a wide array of community stakeholders. Includes supporting taskforces, commissions, and working groups to help develop and monitor programmatic activities.
- Support policy development, including writing Council resolutions, policy briefs, external communication and educational pieces on relevant policy and programmatic initiatives.
- Support grant applications to help advance sustainability-related work.
- Attend and share information at conferences and workshops on a state and national level to publicize the City's accomplishments and learn how to improve our programs from other successful programs. This may require driving to applicable locations.
- Innovate individually and with the team to identify new opportunities to achieve the City's A²ZERO goals.
- Build and maintain long-term relationships and trust with stakeholders to ensure the effective implementation of decarbonization strategies.
- Support other Office of Sustainability and Innovations team members, as needed, to advance the Office's shared goals of achieving a just transition to community-wide carbon neutrality.

Related Work

- Provide project management on assigned tasks and initiatives, including limited budget management, full metric tracking, and task management.
- Supervise interns and temporary employees, helping them grow.
- Supervise or coordinate complex processes, especially regarding projects with significant community involvement.
- Apprise unit manager of operational progress through periodic reports and identify and respond to issues with sub-unit, unit, service areas or citywide impact.
- Coordinate with other sub-units, units, service areas, agencies, municipalities, and organizations to optimize unit operations and public benefit.
- Support the preparation of grant applications.
- Present plans and design concepts effectively at public meetings.
- Organize and facilitate community engagement activities.
- Serve as project manager on a variety of assignments and teaches project management techniques to other staff.
- Perform research, planning, and technical analyses for complex projects.
- Address complaints and inquiries from citizens and others.
- Participate in the training of permanent and temporary employees.
- Participate in the Urban Sustainability Directors Network and Michigan Green Communities, including user groups to help further the City's development of sustainability programs.
- Update City web pages as needed to maintain a public record of sustainability projects, and develop additional communication media in multiple formats to communicate sustainability and innovation initiatives.
- Perform other duties as assigned.

- Evening and weekend hours required. Limited travel also needed, which may require driving to various sites.

Knowledge of: (position requirements at entry)

- Urban sustainability and the principles and practices of urban planning
- Project management principles and practices
- Grant writing and grant management including delivery and closure
- Energy-saving technologies and trends
- Behavior change strategies
- Equity principles and best practices
- Local, state, and national sustainability, climate, smart cities, and energy issues
- Public engagement and facilitation principles and techniques
- Computers and software applications used in business settings (e.g. Microsoft Office, Excel, PowerPoint)
- General office management and procedures
- Outstanding customer service principles and practices

Skills and Ability to: (position requirements at entry)

- Work collaboratively and effectively with a wide variety of functional staff and community members to advance shared goals.
- Interact with operating personnel and apply A²ZERO goals to help solve operational challenges.
- Set priorities and coordinate a variety of projects while meeting critical deadlines.
- Balance multiple projects and priorities simultaneously – can manage a high-volume of emails, Teams messages, and phone calls.
- Accurately interpret and implement policies, procedures, and regulations.
- Problem solve and demonstrate decision making and analytical prowess.
- Analyze and organize sustainability information and prepare reports and adapt to new approaches to innovation.
- Effectively communicate, both verbally and in writing, a diverse audience, including stakeholders with basic or advanced understanding of sustainability topics.
- Develop and maintain non-partisan, respectful, and effective working relationships at all levels within the organization.
- Negotiate effective and creative solutions to difficult conflicts.
- Coordinate and independently perform technical research and studying, analyzing, and presenting the results.
- Analyze complex sustainability planning issues and assist in developing alternative solutions.
- Listen to understand the intended meaning of the message.
- Influence and lead others towards great sustainability practices.

Equipment

Computer and software applications, copier, calculator, telephone, and other miscellaneous office equipment.

Education, Training and Experience (position requirements at entry)Required:

- Bachelor's Degree in one or more of the following areas: natural resources, energy, sustainability, science, engineering, environment, planning, public policy, or related field. (three (3) additional years of experience can replace the degree requirement)
- Two years of professional experience working on sustainability-related topics.
- Public speaking experience; developing and delivering presentations to a diversity of audiences.
- Demonstrated quantitative and qualitative analytical skills.
- Demonstrated experience working with groups of people to reach a common goal.
- The City of Ann Arbor will consider an alternative combination of education and experience

Preferred:

- Master's Degree in Urban Planning, Natural Resources, Public Policy, or a related field.
- At least 5 years of relevant experience.
- Prior work experience in municipal planning and sustainability.
- Strong quantitative and qualitative analytical skills with significant Excel experience.
- Strong program management and independent project management experience with an emphasis on public sector project work in the sustainability field.
- Previous supervisory experience.
- Prior project work experience with municipal clients and the City of Ann Arbor.

Licensing Requirements (position requirements at entry)

Valid driver's license

Physical Requirements

Positions in this class typically require: driving, reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

The physical ability to operate a motor vehicle.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

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