



## **Position Profile: Director, Office of Enterprise Sustainability**

The Director of the Office of Enterprise Sustainability will launch a newly created interagency effort to improve enterprise sustainability outcomes. The Office of Enterprise Sustainability, a division of the Department of Administration (Admin), will lead sustainability efforts to ensure the State of Minnesota is implementing sustainability measures, reducing greenhouse gas emissions and the overall carbon footprint of state operations. This Director will provide leadership in creating and implementing enterprise wide tools and resources.

This position will direct and manage sustainability efforts in state buildings, and will coordinate, manage, and oversee the administration's sustainability initiatives at an enterprise level including sustainability efforts in state buildings and tracking and reducing greenhouse gas emission levels. The position works with subject matter experts and established teams to leverage existing expertise and the development of new resources to share across the enterprise. The position reports to the Assistant Commissioner at the Department of Administration, and works closely with the continuous improvement team, the results based accountability team, and representatives from the entire state enterprise.

### **The Team: Office of Enterprise Sustainability**

The newly created Office of Enterprise Sustainability will consist of two staff people, who will support the efforts of all state agencies. In addition to the Director, there is one other staff person that is tasked with bringing all state agencies onto Climate Registry reporting, and supporting agencies in their inventory and reporting.

### **The Work: A Snapshot of Sustainability Efforts in Agency Operations**

While there are a great number of efforts focused on sustainability in individual state agency operations, the State would benefit from greater continuity, emphasis, and resources. Presently sustainability efforts are handled internal to each agency. Across the executive level of state agencies, leadership and accountability vary significantly. Due to limited agency resources, sustainability efforts are often delegated to small teams or individuals within an agency that work in the background accomplishing what they can. Initiatives are often carried out in silos without the benefit of best practices or lessons learned from partner agencies. There is also a lack of enterprise wide tools to help agencies succeed with sustainability efforts. When agencies have the needed tools and resources, making environmentally conscious choices is easier and more likely to happen. In some cases, work is duplicated rather than implementing best practices across the enterprise to achieve efficiencies and improved results.

In order to better understand these challenges, state agencies are participating in Results Based Accountability projects and Continuous Improvement work around sustainable government operations. These efforts, combined with the new Office, are meant to engage agencies, elevate the work, and create focused and efficient processes and programs that will drive improved outcomes.

### **The Office of Enterprise Sustainability Director's Important Leadership Role**

The Office of Enterprise Sustainability is being created to help address the issues listed above, to ensure the State is a leader in reducing our carbon footprint, operationalizing sustainability improvements, and



that overall operational savings are expected long term. This leadership is needed to add continuity across the enterprise, to elevate this important work, and to leverage resources across state agencies.

## What We're Looking For: Qualifications

Qualified candidates will have experience in leading sustainability efforts in large enterprises. Experience will include executive leadership which demonstrates the following basic qualifications.

### Basic Qualifications

Qualified candidates will have experience in leading sustainability efforts in large enterprises. Experience will include executive leadership which demonstrates the following basic qualifications.

Bachelor's degree in an Environmental Science, any Natural Science, Public Administration or other related degree with a broad knowledge of environmental issues and sustainability and four (4) years of professional level work experience. Six years of professional level work experience may substitute for degree.

Work experience must demonstrate the following:

- Experience in developing and implementing sustainability programs, preferably across large enterprises
- Experience in policy development, statute interpretation, law change proposals, and legislative involvement
- Experience in professional development including organizational management, change management, continuous improvement/lean methodology, etc.
- Knowledge of emerging practices in reducing carbon footprints and sustainability programming
- Leadership and communication capabilities at an executive level

In addition to the above, the ideal candidate's resume will clearly demonstrate:

- Extensive knowledge of best practices in sustainability programming
- Familiarity with state government operations
- Advanced professional communication skill sufficient to build positive working relationships with agency decision-makers at various levels of government
- Ability to communicate and negotiate effectively with people not directly managed
- Demonstrated experience in business management and leadership
- Risk management experience sufficient to the positions role
- Knowledge of cost effectiveness, return on investment, and other tools to gauge economic effectiveness of programming
- Ability to facilitate buy-in and agreement amongst large groups of stakeholders throughout government
- Forward thinking and innovative ideas on the future of state government operations, and a proven ability to adapt over time.
- Ability to think innovatively and to use data to improve processes and outcomes

## Duties, Responsibilities, and Expectations

A full list of duties, responsibilities and expectations can be found in the complete Position Description.



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## Why Admin? About the Minnesota Department of Administration

As the director of the Office of Enterprise Sustainability, this position is a key leader within Admin and in the enterprise. The Director works closely with the Commissioner and other senior leaders to tackle a variety of issues and make strategic decisions that have both agency and statewide impact.

### Admin at a Glance: The Best Value in Government Administrative Services

Admin manages numerous core administrative functions of state government. This includes:

- Purchasing of goods and services
- Facilities and grounds management
- Vehicle and property leasing
- Risk management and workers' compensation
- And much more...

Across all of these areas, the agency's mission is to **provide the best value in government administrative services**. This mission is accomplished through commitments to:

- **Customer Satisfaction**, serving our customers in a professional and ethical manner, producing valuable results;
- **Continuous Improvement**, reducing costs and cycle times, optimizing performance and delivering innovative business solutions at every opportunity; and
- **Employee Engagement**, enabling and encouraging all staff to help achieve our mission.

The agency has a \$176.5 million annual operating budget and approximately 460 full-time employees.

## Minnesota: A Great Place to Work and Live

Minnesota is home to 5.5 million people, with 3.5 million living in the greater Minneapolis-St. Paul metropolitan area. Admin is located in the Capitol City of St. Paul. Minnesota has one of the nation's most thriving economies.

Minnesota State Government is the largest employer in the state of Minnesota, employing over 50,000 diverse and talented employees in more than 100 state agencies, boards, commissions, colleges, and universities. The state workforce is distributed across the entire state, with employees reporting to workplaces in 86 of Minnesota's 87 counties.

Minnesota is consistently rated as one of the best places to work, live, and raise a family. The state is comprised of many diverse communities that enjoy high quality of life, a superb education system, beautiful natural surroundings, and a rich array of cultural and recreational opportunities.

### Rich Culture

Renowned theater, music, and visual arts centers make Minnesota home to one of the most vibrant arts scenes in the country. Notable museums include the Minneapolis Institute of Arts, Walker Art Center, Minnesota Science Museum, Minnesota Children's Museum, and the University of Minnesota's Weisman Art Museum. History buffs will want to visit the Minnesota History Center, Mill City Museum, and many other sites operated by the Minnesota Historical Society.



Those who favor opera, ballet, theater, chamber music, orchestra, jazz, or comedy can enjoy performances by both local and visiting companies year round. The Guthrie Theater, Minnesota Orchestra, and St. Paul Chamber Orchestra have international reputations.

### **A Wide Range of Recreation Options**

Sporting events and recreational activities are plentiful throughout Minnesota. The Twin Cities are home to major-league sports teams including the Twins (baseball), Vikings (football), Timberwolves (men's basketball), Lynx (women's basketball), Wild (hockey), and more.

Minnesota also boasts the title of “land of 10,000 lakes” and is a playground for outdoor enthusiasts. Rivers, lakes, parks, and recreational facilities provide access to a wide selection of activities such as fishing, biking, boating, hiking, skiing, skating, swimming, and much more. Minnesota has 72 state parks and 58 state forests, plus two national forests.

The Minnesota Zoo and the Como Zoo, and the Minnesota Valley National Wildlife Refuge provide excellent opportunities to observe and learn about nature and our environment. Shoppers will find stores and malls galore ranging from quaint antique shops and specialty boutiques to nationally recognized stores and outlet malls – plus the nation’s largest shopping center, the Mall of America, just minutes from the Twin Cities.

Both Minneapolis and St. Paul have vibrant downtowns that are easily accessible by car, bus, and light rail.

### **A Leader in Education**

Minnesota’s schools are consistently ranked top in the nation. From pre-kindergarten to higher education, excellent educational opportunities await in Minnesota.

The Twin Cities area has over 15 colleges and universities, as well as a number of specialty trade programs and vocational institutes. Elementary and secondary education options include public schools with traditional, magnet, or language immersion programs, charter schools, and private schools. Summer programs for children and toddlers through teens are numerous and allow children to explore camping, music, foreign languages, arts, and sports.

### **Accessible Housing and Transportation**

The Twin Cities are easily reached from anywhere in the world. The metropolitan area is served by the Minneapolis/St. Paul International Airport, seven public airports, and the Amtrak passenger railroad. Travel in and around the Twin Cities is facilitated by Metro Transit, an accessible and efficient mass transit system with an extensive bus network and light rail line. Housing options at various price ranges are readily available throughout Minnesota.

### **Compensation and Benefits**

Compensation is based on experience and includes participation in a comprehensive benefits plan. The State of Minnesota benefits plan supports meaningful work and living across four key areas: health and wellness, financial well-being, professional development, and work/life balance. Visit the [State Employee Group Insurance Program website](#) to learn more about benefits.



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## **A Commitment to Diversity and Inclusion**

At the State of Minnesota, we recognize that a diverse and inclusive workplace is essential to providing culturally responsive and effective services. We strive to ensure that our workplace is representative of our Minnesota communities and commit to treat every employee with fairness and respect; we expect our employees to do the same for those we serve.

### **Equal Employment Opportunity**

During our application process, the State of Minnesota will ask applicants about their gender, race, disability, or veteran status in an effort to ensure that the application and hiring process is fair and equitable for all. All applicants are considered for employment based on job qualifications without regard to race, color, creed, religion, national origin, sex, marital status, familial status, disability, status with regard to public assistance, sexual orientation, age, or veteran status.