

THE CITY OF
NORTHFIELD
ESTD MINNESOTA 1855

Sustainability Coordinator

City of Northfield, MN (population 21,109)

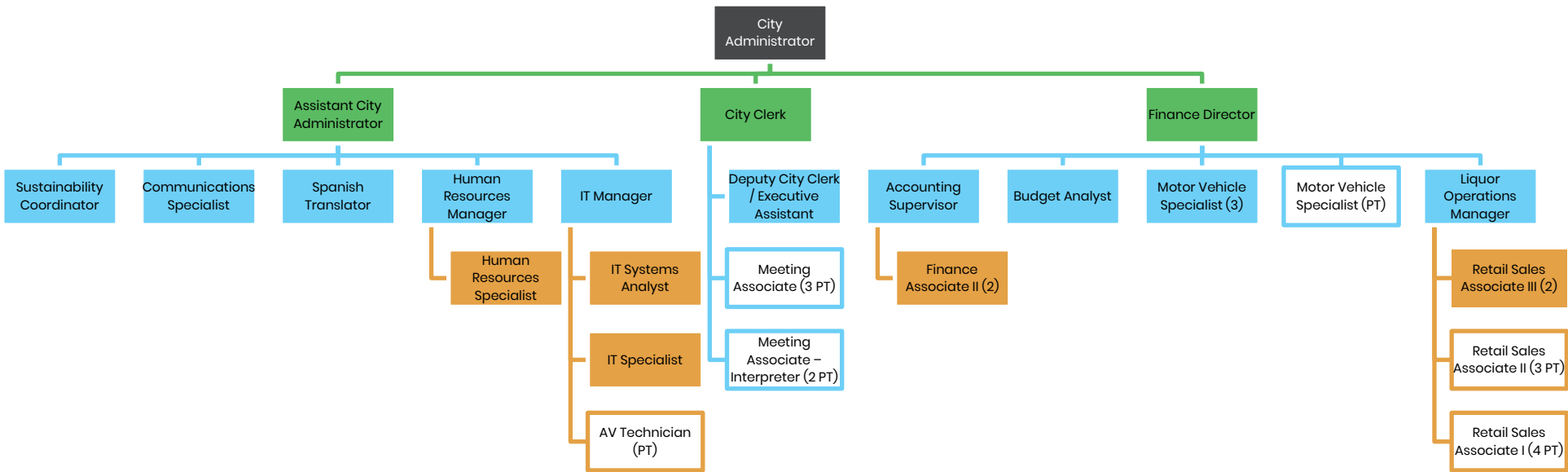
Salary range: \$86,424-\$110,115

Excellent benefits package

Posting: November 10, 2025



Department organization chart



Department organization

Administrative Services encompasses the divisions of City Clerk’s Office, Finance and Assistant City Administrator Office. The Assistant City Administrator oversees the divisions of Sustainability, Communications, Human Resources, and IT. The Sustainability Coordinator reports directly to the Assistant City Administrator. The Assistant City Administrator reports to the City Administrator.

City profile

The City of Northfield is a local government agency that provides municipal services to an estimated 21,109 residents and more than 500 businesses. The 7.6 square mile community served by the City of Northfield is primarily located in Rice County, but a portion of the city extends into Dakota County.

Northfield is a home rule charter city with a "Mayor-Council" form of government. The City Council is comprised of seven elected officials, including the mayor, who legislate policy and govern the issues related to the City of Northfield.

Of the six council positions, four are ward representatives and two are at-large positions. All terms are four years, with staggered election years. The Council is responsible for setting policy that guides the development and provision of programs and services provided to the community.

The city administrator is appointed by the seven-member City Council and oversees all City of Northfield operations.

Advancing Northfield's sustainability goals

The City of Northfield recently approved a new [Comprehensive Plan \(2025\)](#) and an updated [Strategic Plan \(2025–2028\)](#), alongside its [Climate Action Plan \(2019\)](#). Together, these three plans provide a strong foundation to guide the organization's sustainability efforts and set the stage for the success of the sustainability coordinator role.

The Sustainability Coordinator will play a key role in advancing the City's environmental and climate goals through a variety of high impact projects, including:

- Expanding electric vehicle (EV) charging infrastructure across the City and supporting EV fleet management and growth.
- Implementing the City's Zero Waste Plan and other waste reduction initiatives.
- Supporting the implementation of the Climate Action Plan and related climate resilience strategies.
- Leading or assisting with solar and geothermal projects at City facilities.
- Researching and applying for grants to support sustainability initiatives and projects
- Member of the project team for the removal of the Ames Mill Dam on the Cannon River.

This position offers the opportunity to work across departments and with community partners to drive measurable sustainability outcomes, helping Northfield meet its climate, energy, and environmental goals while supporting broader City priorities outlined in the Strategic and Comprehensive Plans.

Vision

Northfield is an open, safe, and welcoming community, recognized for its world-class colleges and historic riverfront downtown, and is dedicated to sustainably enhancing and preserving its vibrant culture, celebrated arts, strong economy, and an excellent quality of life where all can thrive.

Mission

The City of Northfield works for the common good of our residents and businesses and the improvement of our community by providing excellent, innovative municipal services that carry out the city's vision for a high quality of life for all.

Values

Teamwork

- Actively participate in cooperative and collaborative approaches
- Commit to equity and the elimination of all discrimination
- Build on our shared successes as a means for workplace satisfaction
- Utilize the experience and expertise within our organization and community

Excellence & Innovation

- Serve by leading and lead by serving
- Focus on clearly defined outcomes to achieve best results
- Commit to continuous improvement building on lessons learned
- Seek creative solutions for difficult problems

Integrity

- Provide outstanding customer service
- Be open, honest, kind, respectful and accountable
- Demonstrate fiscal responsibility
- Act and communicate in authentic ways

Celebration

- Pursue and value diversity and inclusion, and welcome a broad range of perspectives
- Commemorate our unique and rich cultural sense of place
- Recognize others and their contributions
- Celebrate and acknowledge accomplishments

Stewardship

- Protect our physical environment through ecologically sustainable practices and policies
- Maintain, improve and develop high quality municipal assets
- Invest in others through advancement, mentorships and professional development
- Nurture personal well-being through physical and mental health initiatives

Strategic plan

northfieldmn.gov/StrategicPlan

Strategic priority	Desired outcome	Target	Strategic initiatives
Improve Financial Strength A financially responsible organization	Increased commercial-industrial tax base	\$50M net increase C/I valuation 2025-2028 \$50M net increase C/I permit valuation 2025-2028	a) Develop and implement Northwest Area shovel ready and recruitment plan b) Strategies to develop high potential C/I properties c) Create a revenue diversification program (new and updates) d) Implement a coordinated 2-year budget and aligned financial management plan e) 5-year financial management alignment with service level strategy
	Increased revenue diversification	10% increase in nontax/non-intergovernmental revenue 2025-2028	
	Taxation responsive to community needs & expectations	Tax levy at or below __% over Estimated Market Value (EMV) growth	
Increase Housing Availability Addressing the City's affordable housing needs	Expanded availability of single-family housing	Add 50 single-family homes annually through 12/2028	a) Develop and implement single family home expansion strategy & recruitment plan b) Implement new and existing housing stabilization programs c) Create a strategy to reduce homeownership disparity d) Create development subsidy standards and policy e) Create a plan for publicly owned high priority redevelopment sites
	Expanded availability of multi-family housing	Add 50 multi-family homes annually through 12/2028	
	Preservation of housing quality and affordability	30 NOAH units preserved/rehabbed annually through 2028	
Achieve Infrastructure Sustainability Infrastructure that supports community needs	A flood resistant community	Flood plan fully implemented by 2028	a) Implement downtown flood improvements b) Implement neighborhood flood improvements c) Implement citywide pedestrian crossing improvement plan d) Create Pedestrian and Biking Crossing Improvement Plan for TH 3 e) Create a safe street for all plan f) Create a dam removal strategy
	Improved pedestrian safety	- 10 new pedestrian crossings installed 2025- 2028 – TH 3 pedestrian & biking plan improvements completed by 12/2028 – Safe Streets for All Plan complete 12/2028	
	Dam-free river	Dam removal completed by 12/2029	
Enhance Service Delivery A community that cares about its residents	Capacity to meet desired service levels	Full implementation of critical capacity-building measures across Administrative Services, PD, and Streets & Parks by 2028	a) Identify long-term service delivery needs b) Defined service levels in core services c) Review & update Communications Plan d) Develop a survey framework e) Create a downtown managed parking plan
	Community input guides service improvements	Conduct a citywide community survey every other year starting in 2026	
	Downtown parking needs are met	Comprehensive downtown managed parking solution in place by 12/2026	

Sustainability coordinator essential duties and responsibilities

This position is responsible for a variety of duties and responsibilities:

- Lead and coordinate City efforts related to the implementation of the Climate Action Plan.
- Serve as the Staff Liaison to the Environmental Quality Commission (EQC).
- Coordinate the implementation of the City's Zero Waste Plan, including waste reduction initiatives, recycling program enhancements, and community education campaigns.
- Develop and administer programs, initiatives, policies, and procedures aligned with the City's Climate Action goals.
- Conduct research and complete special assignments, including investigating, analyzing, and preparing reports with sound recommendations for presentation to the City Council, EQC, and other advisory bodies.
- Collaborate with internal departments to integrate sustainability and resilience strategies into City operations, capital projects, contracts, and procurement practices.
- Utilize the State of Minnesota Climate Framework for Local Governments to align city plans and actions.
- Prepare Climate Action Plan update reports and presentations for City Council, the Environmental Quality Commission (EQC), community meetings, and other public forums.
- Coordinate with community partners to advance the City's Climate Action goals.
- Monitor and report on B3 Energy Benchmarking data for all city buildings, including data entry, tracking, and utilization for performance improvement.
- Serve as the City's GreenStep Cities Coordinator, developing work plans and tracking progress to maintain or improve Northfield's recognition as a step 5 City.
- Stay informed about relevant federal, state, and local regulations as it relates to sustainability; analyze policy changes and advise staff on implications and opportunities.
- Identify, apply for, and manage grants related to environmental and sustainability initiatives.
- Integrate data analysis to identify and prioritize, supporting policy actions and demonstrate results

Minimum training and experience required to perform essential job functions

- Bachelor's degree in Environmental Studies, Sustainability, Public Administration, Urban Planning, or a related field.
- Minimum of 3 years of professional experience in sustainability, environmental policy, climate planning, or a related area.

Preferred qualifications

- Professional working proficiency in English and Spanish, including reading, speaking, listening, and writing.
- Master's degree preferred.
- Experience with data research, analysis, and ability to effectively communicate results in large and small group settings.

