

**CITY OF EMERYVILLE
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY**

CREATED: FEBRUARY 2009

TITLE: ENVIRONMENTAL PROGRAMS ANALYST
FLSA: Non-Exempt

Job Code: 1325

DEFINITION:

To perform professional level analytical and specialized work in the development, implementation and promotion of environmental programs and compliance within the Emeryville community staying abreast of the changes laws and regulations of environmental resource management and sustainability principles and performs duties relating to the delivery and oversight of programs related to solid waste management, pollution prevention, storm water, mitigation of greenhouse gas emissions, to name a few, and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Director/City Engineer; may provide oversight and work direction to program staff, consultants and volunteers assisting in the promotion and delivery of programs.

DISTINGUISHING CHARACTERISTICS

This is a single position job, where incumbent independently develops and implements environmental-based programs that are varied in breadth and complexity. Duties are performed according to established agency procedures and guidelines, with program vision and direction provided by Senior Manager, advisory committees and the City Council. An incumbent may have responsibility for the training and oversight of work of assigned staff. This classification is distinguished from that of an Administrative Analyst, in the latter is responsible for performing administrative systems, statistical, and management analyses which support the overall operation of the assigned department, as well as the budget, financial and trend analysis, grant administration and monitoring across disciplines, rather than development and delivery of programs and services to a client group.

DUTIES AND RESPONSIBILITIES: *(The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of the duties and responsibilities of the classification.)*

Plans, develops, and administers environmental programs for the City, including programs that support the City's mission and visions relative to climate protection, solid waste management, transportation, storm water, green building and Bay-Friendly landscapes.

Conduct research and analytical studies on a variety of environmental issues/programs and trends in sustainability to ensure City's compliance with federal, state, regional and local mandates.

Formulates recommendations and promotes programs and activities which support the City's position/goals relative to sustainability issues.

Participate with other City departments, community service providers, consultants, other jurisdictions and agencies in the environmental programs development and coordinator efforts, as well as advocacy and education.

Performs review of building plans for ensure compliance with codes, ordinances and regulations, as needed.

May conduct site inspections of businesses, schools and residential areas to assess recycling, composting and waste reduction efforts; assists businesses in becoming certified in the Bay Area Green Business program, and prepares reports and recommendations for program enhancements.

Designs and develops a variety of materials and activities to promote, implement, and evaluate assigned environmental programs to enhance public awareness, educate citizens and encourage proactive and cooperative problem solving.

Prepares grant applications and handles the detail of grant administration including contracts with state, county and regional agencies.

Assist with environmental programs budget development and administration, including contract administration, invoice processing and maintenance of support inventory for a variety of programs.

Conducts presentations relating to the City's environmental programs and program proposals to City Council, City departments, a variety of Council appointed commissions and advisory committees; staff liaison to a variety of City committees with sustainability focus, and provides technical assistance and input as necessary.

Plans and serve as lead staff in the development and coordination of community events which promote the environment, such as Earth Day, Shoreline Clean-up, and Bike to Work days.

Provides staff support to committees and boards, as assigned.

May coordinate consultant and support staff work activities and determine work priorities and methods; provides lead direction and training for program support staff, as assigned.

QUALIFICATIONS

Knowledge of the principles and industry practices of storm water regulations and permit requirements, green building, climate protection policies and action measures, zero waste management, source reduction, recycling, composting, street tree planting, bicycle and pedestrian facilities, clean air, water conservation, Bay-Friendly Landscaping, and environmental sciences; general marketing and outreach practices related to environmental programs; principles and practices of urban planning and building regulations and codes; applicable local, county,

state and federal laws and regulations relating to environmental programs; federal, state and regional funding sources; principles and practices of government organizations, budget and grant development and administration; principles and practices of basic research including data gathering, analysis and statistical methods; principles and practices of business correspondence and report writing, modern office procedures, computer equipment and business applications; and problem solving-conflict resolution..

Ability to research and analyze complex situations, compile and interpret data and statistics, understand and interpret laws and regulations; prepare reports with recommendations; understand and participate in the administration of a program budget; problem solve and gain cooperation and support through discuss and persuasion; exercise independent judgment in carrying out assignments within established guidelines; communicate clearly, concisely and tactfully in both oral and written forms, accurately observe situations, document and report observations; read and comprehend complex materials that may be technical in nature; make mathematical calculations with accuracy; establish priorities and meet critical deadlines; interpret and apply local, state, and federal laws and regulations; assign, review and review the work of assigned staff as required; and perform related work as required.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Education:

Bachelor's Degree from an accredited college or university with major course work in environmental science, planning, public administration, or related field.

Experience:

Four years of progressively responsible experience in environmental programs, services and/or compliance.

Special Requirements:

Must be able to attend evening and weekend meetings and/or events, as required. Typical work would consist of using personal computer and telephone, and filing documents. Field work may involve traveling by foot outdoors in all climates. Must have eyesight sufficient to read data, memos, plans, working drawings, engineering plans, computer screens, vouchers; manual dexterity to operate a personal computer, typewriter or word processor; ability to sit for extended periods; ability to lift and carry objects weighing up to 25 pounds, stand, walk, bend, reach above and below shoulders.

Must possess and maintain a valid California driver's license with a satisfactory driving record.