

MAJOR FUNCTIONS

This is senior professional work designing, developing, and deploying analytic solutions for the City's sustainability and resilience programs. Duties include leading multi-disciplinary teams in collecting, analyzing and reporting strategic performance metrics related to the City's sustainability and resilience initiatives, including those that address energy, solid waste, transportation, land use, mobility, social equity, and disaster preparedness. Work is performed under the general supervision of a division manager or department director. Performance is reviewed through observations, conferences, oral and written reports, and by results obtained.

ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Carries out complex sustainability and resilience-related research, planning, and tracking. Serves as the department analyst lead and provides technical analysis training, coordination, and supervisory support for other analyst staff in the department. Meets with functional users of various departments to identify and document the business need and prioritization of effort. Proposes different ways that the solution can be provided in terms of user interface and design of dashboards, reports, and analytics. Collects and analyzes data from various sustainability and resilience programs and projects. Plans, organizes, and conducts meetings as needed with technical and functional resources for product updates, reviews, and enhancements. Writes reports and makes recommendations that result in improved environmental stewardship and strengthened community resiliency. Assists in the development and implementation of programs and projects related to the City's environmental, energy, climate adaptation, and social sustainability goals. Provides support for activities related to the City's green certification and strategic sustainability and resilience plans. Evaluates and tracks the implementation of the City's strategic sustainability and resilience plans and prepares reports on progress. Collaborates with other team members to support and implement initiatives that align with the City's sustainability and resilience priorities. Maintains appropriate records and provides detailed, technical reports as required. Assists with promoting the City's sustainability and resilience efforts through outreach and other activities.

Other Important Duties

Supports grant application through research, data gathering, and reports. Performs essential personnel duties during emergency response. Completes special projects as assigned

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Technical knowledge of environmental and sustainability planning, policies, and objectives. Knowledge of federal, state, and local environmental laws and regulations. Knowledge of standard statistical principles and methods. Ability to collect and analyze data and present in graphic form. Ability to maintain appropriate records and prepare complex reports. Ability to analyze facts and exercise sound judgment in arriving at conclusions. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with peers, supervisors, other agency personnel and the public. Skills in organizational, word processing, spreadsheets and database software programs. Skills in research methods and analysis.

Minimum Training and Experience

Possession of a bachelor's degree in environmental science/engineering, business or public administration, economics, planning, or a related field and four years of professional experience that includes sustainability and resilience work; a master's degree may substitute for one year of required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

Established: 07-01-19
09-12-20