



CLASSIFICATION NO. 912
Established: 3/91
Revised: 4/08, 10/14
FLSA: Non-Exempt
EEO: 2

SUSTAINABILITY ANALYST

CLASS CHARACTERISTICS

Under general supervision, to assist in the design, implementation and promotion of sustainability, solid waste and waste reduction programs for the County; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sustainability and Solid Waste program within the Department of Transportation and Development oversees the franchising of garbage and recycling services, administers the solid waste code, and staffs the Solid Waste Commission. It coordinates the County's sustainability and waste reduction efforts including the provision of technical assistance to workplaces, schools, and residents, pursuant to the Regional Solid Waste Management Plan and state statutes. This section also reviews related State and County business licenses, and participates and advises in regional materials management planning, state and regional policy development, and program development with local government agencies, Metro and DEQ.

The Sustainability Analyst is a journey level classification assigned to assist in the design, implementation and promotion of various sustainability, waste reduction, recycling, and solid waste (i.e., materials management) programs. The Sustainability Analyst is distinguished from the Sustainability Analyst, Senior who provides overall coordination of County waste reduction, recycling, and solid waste efforts and may act as a lead worker. Incumbents in the Sustainability Analyst classification report to the Sustainability and Solid Waste Manager.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists in the design and implementation of sustainability, solid waste, and waste reduction programs, and provides customer service to a variety of customers on sustainability, waste reduction and solid waste issues.
2. Provides information, education, and technical assistance on sustainability, waste reduction and recycling practices and policies to residents, schools, agencies, businesses, multifamily communities, and other groups; conducts waste audits and evaluations; consults on waste prevention, recycling, and purchasing; certifies workplaces that adopt sustainable practices; tracks and reports technical assistance; speaks before a variety of audiences; and responds to inquiries about sustainability, recycling and other waste reduction programs.
3. Writes and/or produces brochures, pamphlets, newsletters, and presentations for public education and promotion of sustainability, waste reduction, and recycling; develops

presentations and assists in the production of creative media for the County cable television network and/or website.

4. Assists with the administration of the Clackamas County solid waste collection franchise system; understands and communicates the Solid Waste and Waste Management Code; provides input to administrative regulations, policies, and procedures; works with franchised collectors on routine solid waste issues.
5. Plans, implements, and participates in special community events including developing exhibits, interactive activities, scheduling and supporting volunteers; maintains records, files and databases related to program functions and activities.
6. Assists with the development and implementation of sustainability, resource conservation or materials management initiatives or programs in areas such as purchasing, energy efficiency, renewable energy, in the community and within County operations.
7. Consults as necessary with Planning staff, collectors, or developers; examines proposed site plans and provides input on the location and adequacy of garbage and recycling enclosures per the Zoning Development Ordinance; consults with garbage and recycling company representatives regarding new site plans; and provides technical assistance to developers.
8. Assists with the evaluation of programs and initiatives by tracking progress, metrics, analyzing data and reporting results.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Sustainability, materials management, waste reduction, and resource conservation practices, programs, and activities; approaches and best management practices for assisting private and public sector organizations in developing and adopting such practices and programs; concepts of sustainability as applied in communities and in businesses; practices and techniques of research, project management and community or customer engagement.

Working knowledge of: Recycling markets, collection programs, and materials handling/processing; sustainability principles and the solid waste hierarchy; State, regional and local laws, rules and codes governing materials management, waste reduction, recycling, and resource conservation; State and regional recovery goals; solid waste franchise systems; practices and techniques of public relations and marketing; English grammar and composition; office methods and procedures.

Skill to: Communicate effectively, both orally and in writing; evaluate and provide technical assistance in recycling, waste reduction, purchasing, resource conservation, process improvement, and related operational policies, for businesses, workplaces and communities; encourage and motivate adoption of best practices and participation in related programs; work independently or as part of a team; recruit and coordinate volunteers and committee members; interpret applicable laws, regulations and rules; research, analyze and evaluate complex problems and devise solutions; establish and maintain effective working relationships with diverse groups; effectively use word processing, spreadsheet, publishing/design, and presentation software; accurately record and report activities; deliver presentations and trainings to various audiences.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 2/23