



CLASSIFICATION NO. 911

Established: 11/90

Revised: 4/08, 10/14

FLSA: Non-Exempt

EEO: 2

## **SUSTAINABILITY ANALYST, SENIOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, design, implement and promote sustainability, solid waste, and waste reduction programs for the County; to lead staff; 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 program 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, Senior acts as a lead worker who coordinates activities and identifies priorities and is thus distinguished from the Sustainability Analyst, who is responsible for *assisting* in the design, implementation and promotion of sustainability, solid waste, and waste reduction programs (i.e., materials management). Incumbents in the Sustainability Analyst, Senior classification report to the Sustainability and Solid Waste Manager.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, organizes and administers programs, services and activities related to sustainability programs, solid waste and recycling collection franchises and the Regional Solid Waste Management Plan; regulates franchised solid waste collection companies; participates in regional and state level materials management or sustainability planning and policy; negotiates and resolves issues with various parties; drafts intergovernmental agreements, analyzes costs and determines funding requirements; and provides staff support to the Solid Waste Commission and sustainability initiatives.
2. Presents programs, policies, and codes clearly, logically and persuasively in a non-technical manner to diverse audiences; represents program and/or County to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required.
3. Administers the annual financial review of the solid waste franchisees; recommends adjustments in the solid waste and recycling fees; oversees professional and technical

service contracts; monitors contract budgets and evaluates contract performance.

4. Leads the work of assigned staff; plans, procures, coordinates and directs the work of private consultants for services such as public relations/education, graphics or recycling.
5. Interprets federal, state, regional, and local laws, regulations, and judicial decisions impacting materials management and sustainability programs; conducts and/or coordinates comprehensive analysis, technical investigations and research regarding complex sustainability and solid waste related legislative, program, and policy issues; determines methodologies, information resources and techniques to be utilized in planning studies and research; monitors compliance with state solid waste and recycling regulations.
6. Plans and implements sustainability, solid waste and waste reduction program goals and objectives, such as educational and promotional activities designed to conserve resources, promote high performance buildings, energy conservation, waste reduction or other sustainability programs.
7. 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 content and media for the County cable television network and/or website.
8. Prepares and distributes news releases for newspapers, radio and television, announcing new programs and developments.
9. Researches grant funding opportunities; prepares grant proposals for sustainability and waste reduction programs; and administers grants and assists with budget preparation.
10. Plans, implements, and promotes special events to advance programs.
11. Coordinates with representatives of Federal, State, regional, business and community organizations in developing and implementing materials management, resource conservation, and sustainability activities and programs, including cooperative projects.
12. Maintains records, files and other information systems related to program functions and activities.
13. Researches and analyzes technical data and information for the development of performance measurements and indicators.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Sustainability, materials management, waste reduction and resource conservation principles, programs, activities and the applicable laws, rules and regulations; 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; economic principles and markets pertaining to materials, resource conservation, or energy (efficiency & renewable); principles, practices and techniques of research, planning, project management, program administration and evaluation, and community or customer engagement.

Working knowledge of: Quantitative analysis and statistical research methods; principles, practices and techniques of public relations, marketing, and project management; principles and practices of public administration including budgeting, financial planning, purchasing, maintenance of public records and public meetings law; current trends and methods related to sustainability, sustainable business and materials management; best practices for this area and technical expertise to address such issues; applicable Federal, State and local regulations; principles and practices of program management; English grammar and composition.

Skill to: Communicate effectively, both orally and in writing; hire and coordinate the work of contractors; recruit, coordinate and direct volunteers, committee members or appointees; coordinate staff and develop team work plans and annual priorities; interpret and apply applicable laws and regulations; research, analyze, and evaluate complex problems and devise solutions; establish and maintain effective working relationships with diverse groups; lead the development and implementation of projects; resolve challenging customer service and stakeholder issues; motivate people to participate in community sustainability and waste reduction programs; effectively use word processing, spreadsheet, publishing/design, and presentation software; prepare and 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 five (5) 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