

**MAJOR FUNCTIONS**

This is professional work analyzing the City's sustainability and resilience programs. Duties include collecting, analyzing and reporting information related to the City's sustainability and resilience initiatives, including those that address energy, solid waste, transportation, land use, mobility, and disaster preparedness. Work is performed under the supervision of a manager. 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 sustainability and resilience-related research. Collects and analyzes data from various sustainability and resilience programs and projects. 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 plan. Evaluates and tracks the implementation of the City's strategic sustainability plan and prepares reports on sustainability progress. Collaborates with other team members to support and implement initiatives that align with the City's sustainability 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. Completes special projects as assigned. Performs essential personnel duties during emergency response.

**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 two years of professional experience that includes sustainability and resilience work; or possession of a master's degree in environmental science/engineering, business or public administration, economics, or planning and one year of professional experience that includes sustainability and resilience work; or an equivalent combination of training and experience.

**Necessary Special Requirement**

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

Established: 07-01-19