



ENVIRONMENTAL RESOURCE ANALYST

DEFINITION

Develop, implement, and promote environmental programs to include Water Conservation, Solid Waste Reduction, and Phase II Storm Water Compliance and provide a wide variety of technical and administrative assistance related to environmental compliance on Public Works projects.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Public Works or designee. Responsibilities include direct supervision of the Conservation Coordinators and may include direct or indirect supervision of volunteer, part-time or technical staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, and are not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS

Oversee the solid waste franchise program, ensuring compliance with Local, State and Federal requirements. Oversee the Water Conservation Program and related issues. Implement NPDES Phase II requirements, including planning, organizing, and administering the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Storm Water Program in accordance with federal, state, and local laws and the City municipal NPDES permit. Provide environmental resource management support to the Public Works Department on city land stewardship issues. Supervise the development and implementation of City resource conservation and related outreach and education programs, to include supervision of the development and distribution of appropriate curriculum materials for presentation to schools, community groups and neighborhood groups. Respond to citizen concerns and requests for information and assistance. Identify, track, analyze and monitor State and regional environmental activities with the potential to affect existing and future City resources, including utilities, solid waste and energy issues. Develop alternatives and make recommendations regarding City resource management programs including utilities, solid waste and energy issues. Track and analyze related legislation and make recommendations for City involvement in pending legislation and compliance with existing legislation. Accumulate data, conduct research, analyze and summarize statistical data and prepare reports including Council Communications,

information flyers, newsletters, and press releases. Prepare detailed draft budgets, assist in preparation of final budgets, and administer adopted budgets. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Make presentations regarding water resource and environmental issues for both large and small group settings. Develop and analyze long-range financial needs. Administer vendor contracts and agreements. Make recommendations, track and monitor the budgets applicable to the programs supported by environmental resource specialist (water supply and conservation/solid waste/energy). Represent the City at State, Regional, Community, and professional meetings as needed. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of resource management, including implementing outreach and education programs to adhere with the intention and direction of policy makers. Techniques used in the long range planning, analysis and forecasting of resource needs and methods of achieving those needs. Customer relations concepts and techniques including measuring and predicting behavioral changes. Recent developments, current literature and sources of information regarding natural resource management. Conducting environmental audits and protocols for natural resource assessments. Advanced computer skills including the use of analytical and statistical modeling, database, presentation, and telecommunications software. Methods and requirements for grant proposals and grant administration. Principles, techniques and requirements for writing and administering Service contracts.

Skill to:

Plan, coordinate, and prioritize work in assigned areas of responsibility. Work with a minimum of supervision and exercise initiative and sound judgment. Prepare technical analysis and reports. Work cooperatively with other departments, outside agencies and the public. Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Do field reconnaissance and inspections of areas affecting City natural resources.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university with major coursework in environmental studies, biology, water resources or a closely related field.

Experience:

Two years of increasingly responsible work experience in environmental studies, water resources, or a closely related field with experience in outreach and education programs. Prefer some experience in a supervisory capacity.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

COUNCIL ACTION: June 17, 2008