



## City of Lake Oswego, Oregon

### Job Description

## SUSTAINABILITY ANALYST

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 166**

**Job Code: 2041**

### Summary

Under general direction of the City Manager, the Sustainability Analyst develops plans and programs to implement the goals of the Sustainability and Climate Action; ensures staff and department compliance with Sustainability principles, primarily around energy and waste reduction; partners with external agencies on regional policy making; and is chief sustainability resource for both City staff and the wider community. The position is responsible for the overall coordination of the City's sustainability program and staffs the Sustainability Advisory Board.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Perform research, analysis and administrative studies related to implementing sustainability goals city-wide.
2. Develop policy around climate action goals, regional and statewide waste, energy, and sustainability plans to management, council, and the public.
3. Manage solid waste franchise and administer contractual obligations.
4. Implement the City's sustainability program, sustainability projects, and inter-departmental collaboration to support the City's sustainability efforts and goals.
5. Oversee implementation of the Sustainability and Climate Action Plan.
6. Provide staff support to the Sustainability Advisory Board.
7. Prepare and present plans, plan updates, and reports.
8. Represent the City with outside agencies and the community groups regarding sustainability programs, waste prevention and related initiatives.
9. Manage projects, monitor progress, and coordinate activities with staff, stakeholders, and outside agencies.
10. Participate in the development of staff training.
11. Coordinate the work of interns or temporary staff as needed.
12. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Current issues, trends, practices, and principles of sustainability and climate action.
- Public policy development processes and practices.
- Practices and principles of local government management.
- Local government laws, policies, processes, and procedures.
- Research and forecasting.
- Collaborative decision making.
- Organization and management analysis, work measurement, and continuous process improvement.
- Sustainability indicators and life-cycle analysis methodology including measuring Green House Gas emissions, and familiarity with energy and waste usage calculations.
- Project management principles and techniques.
- Principles of diversity, equity and inclusion, especially as applied to sustainability and climate action efforts.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Work independently and as part of a team.
- Collaborate with staff from other departments, including executive leadership, elected officials and members of the public.
- Conduct technical research in the field of sustainable practices and public policy.
- Perform policy and technical analysis and make recommendations.
- Develop, organize, and coordinate projects and studies.
- Read and interpret complex rules, regulations, and ordinances.
- Manage the operations and budget of a project and/or program, including reporting for grants.
- Establish and maintain effective working relationships with other employees, agencies, public officials, and the general public.
- Communicate effectively both orally and in writing.
- Make presentations including graphics, and develop reports that may include technical information.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is through obtaining a four-year Bachelor's degree in urban planning, sustainability or related field, and working in the field of sustainability for five years. A Master's Degree in a graduate program in Sustainability or Public Administration is desired. Candidates may also have an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

May be required to work evenings and weekends, including attending events and meetings.

## **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

---

**Department Director**

**Date**

---

**Human Resources Director**

**Date**

---

**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*