



City of Lake Oswego, Oregon

Job Description

MANAGEMENT AND SUSTAINABILITY ANALYST

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 166

Job Code: 2041

Summary

Under general direction of the Deputy City Manager, the Management and Sustainability Analyst analyzes programs, processes, procedures in order to identify and recommend solutions to management and organizational issues. This position will also develop plans, procedures and best practices to improve productivity and customer service; and ensures project/program adherence to public contract rules, city codes, policies, safety practices and procedures. Utilizes knowledge of City, department, and program activities in the development and delivery of recommendations and program management. The position is responsible for the overall coordination of the City's sustainability program and staffs the Sustainability Advisory Board and Youth Leadership Council.

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 a variety of research, analysis and administrative studies related to department and/or city-wide special projects including policy development, organizational improvement, and cost-benefit/feasibility studies.
2. Evaluate problem areas and uses available information to develop recommendations.
3. Summarize and present recommendations or policy approaches for consumption by managers, elected officials and/or the public. When needed, present findings and recommendations in management, council and/or public meetings.
4. Conduct evaluations of implemented policy and management programs and provides progress reports.
5. Respond to questions and complaints from the public and follow up accordingly.
6. Provide staff support to the Youth Leadership Council.
7. Coordinate and implement the City's sustainability program, sustainability projects, and inter-departmental collaboration to support the City's sustainability efforts and goals.
8. Oversee the implementation of the City's Sustainability Action Plan for City Operations, including oversight, executive leadership briefing, and project management.
9. Provide staff support to the Sustainability Advisory Board.
10. Prepare and present plans, plan updates, and reports on sustainability and city operational efforts.

11. Represent the City with outside agencies and the community groups regarding sustainability programs and initiatives.
12. Conduct forecasting, life cycle analysis, and cost/benefit analyses to support informed decisions that focus on optimizing the social, economic, and environmental impacts.
13. Manage sustainability projects, monitor progress, and coordinate activities with staff, stakeholders, and outside agencies.
14. Consistent with the City's Sustainability Action Plan, implement a paper reduction strategy and electronic records management system that fosters a transition to a paperless workplace.
15. Evaluate business needs at the department and individual user level. Design and implement workflows to ensure efficient and effective use of and access to electronic records management system.
16. Evaluate, coordinate, and help oversee city-wide records storage facility. Establish protocols and "best-practices" for records storage, retention, and proper destruction.
17. Take a lead role in the development, implementation, and maintenance of policies and procedures.
18. Participate in the development of staff training.
19. Coordinates and oversees the work of interns or temporary staff.
20. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Current issues, trends, practices, and principles of sustainability planning and best practices, and related laws and regulations.
- Public policy development processes and practices.
- Environmental, social, economic, and other demographic factors affecting local governments and communities.
- Practices and principles of local government management.
- Local government laws, policies, processes, and procedures.
- Research and forecasting.
- Organization and management analysis, work measurement, and continuous process improvement.
- Sustainability indicators and life-cycle analysis methodology.
- Expert knowledge of English grammar, spelling, and usage.
- Project management principles and techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Work independently with minimal supervision and guidance, and as part of a team.
- Conduct technical research in the field of sustainable practices, public finance, public policy, and records management.
- 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 with diverse customers 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 or graduate degree in public administration, business administration, urban planning, sustainability or related field, a recent graduate of a graduate program in public administration or business administration; or 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. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

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.