



**ENVIRONMENTAL RESOURCE ANALYST
SENIOR ENVIRONMENTAL RESOURCE ANALYST**

DEFINITION

Develop, implement, and promote environmental programs to include Water Conservation, and Solid Waste Reduction and provide a wide variety of technical and administrative functions related to natural resource management and environmental sustainability policies and compliance.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager or designee.

Responsibilities include direct supervision of the Conservation Coordinator(s) and may include direct or indirect supervision of volunteer, part-time or technical staff.

DISTINGUISHING CHARACTERISTICS

Environmental Resource Analyst – This is the journey level class of the Environmental Resource Analyst series. Positions at this level perform the full range of complexity of duties as assigned with minimal assistance or direction. Incumbents are thoroughly familiar with the programs and projects within their division, and possess technical expertise related to assigned program responsibilities.

Senior Environmental Resource Analyst – This is the advanced journal level in the Environmental Resource Analyst series. Positions at this level are distinguished from the Analyst level by the breadth of experience and knowledge gained by working at the City of Woodland or other municipal agencies on a wide variety of projects. Positions in this class are flexibly staffed and are always filled by advancement from the Environmental Resource Analyst level.

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 contracts, including the City's solid waste franchise, and related programs, ensuring compliance with local, state and federal requirements.

Oversee the Water Conservation Program and related issues.

Provide environmental resource management support 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.

Assist in defining goals, performance metrics, and a long-range plan for environmental sustainability and programs. Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness. Develop alternatives and make recommendations regarding City resource management programs including utilities, solid waste, transportation 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.

Assist in supporting staff liaison to committees or commissions pertaining to environmental and natural resource management, when needed.

Provide technical support and assist with implementation of City's Climate Action Plan.

Respond to citizen concerns and requests for information and assistance.

Select, coach, mentor, train, and evaluate assigned staff.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

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

Environmental Resource Analyst

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 administrating 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.

Provide management and supervision of staff.

Prepare technical analyses 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.

Senior Environmental Resource Analyst

In addition to the qualifications for Environmental Resource Analyst:

Ability to:

Plan, coordinate, and prioritize work in assigned areas of responsibility. Work with minimum supervision and exercise initiative and sound judgment. Manage multiple projects simultaneously.

Research and analyze complex problems and situations.

Identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

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

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Environmental Resource Analyst:

Education:

Bachelor's degree (or the equivalent of 120 completed semester units) 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:

Possession of a valid Class C driver's license.

Senior Environmental Resource Analyst:

Education:

Bachelor's degree (or the equivalent of 120 completed semester units) from an accredited college or university with major coursework in environmental studies, biology, water resources or a closely related field.

Experience:

Four years increasingly responsible work experience in environmental studies, water resources, sustainability or a closely related field, with experience in outreach and education programs. One (1) or more years in a supervisory capacity is required.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and/or in excess of 10 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Council Action: September 6, 2022