



Environmental Program Analyst

Department/Division:	Engineering/Public Works
Reports To:	
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	April 2, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under general supervision of the Integrated Waste Coordinator assists in the planning and implementation of the City's solid waste programs, which include collection and disposal, recycling, waste minimization, public education, long range planning and financial planning; performs related duties as required.

CLASS CHARACTERISTICS

Environmental Program Analyst is class filled by experienced administrative personnel who conduct projects or directs programs within the parameters of desired objectives, methods to be utilized, and schedule constraints.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.

1. Conducts or directs assigned projects or program activity; performs research and statistical analysis; prepares and presents reports of findings and recommendation as to appropriate actions.
2. As assigned, administers contract of grant-funded program activity, directing and monitoring work performed; prepares or drafts related proposals, reports, and records; monitors budget expenditures.
3. Compiles information and prepares manuals, documents, resolutions, or publications relating to administrative, fiscal, investment, or operational issues.
4. As designated representative, leads or participates in committee activity; coordinates or conducts activities with other Cit departments, agencies and organizations and the community, contributing views and interests of the City in execution of assigned duties.

5. Provides assistance to department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures.
6. Participates in the development and implementation of department goals and objectives; participates in the development of the department budget and in budget administration.
7. Directs the work of others involved in related activity.
8. Create pamphlets, brochures, fliers, newsletters, public announcements, and may assist in providing media and public relations.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from college with a Bachelor's degree or coursework in public administration, environmental protection, or closely related field; and two years of responsible governmental administrative experience or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge, Skills, and Abilities:

Knowledge of the principles of municipal administration and of the techniques of solid waste handling; applicable state and federal regulation. Ability to conceptualize, develop and implement a program with minimal supervision; prepare clearly written correspondence and technical reports involving mathematical computations; establish and maintain cooperative working relationships; effectively exercise independent judgment and schedule won workload.

Special Requirements:

Depending upon assignment, possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record may be required.

PHYSICAL DEMANDS

Frequent standing and sitting. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use keyboard and video display terminal occasionally.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Occasional exposure to outside weather conditions. Travel throughout the City is required.