

SUSTAINABILITY ANALYST

274-H

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for research, evaluation and analysis of economic, scientific and other data surrounding environmental challenges and proposed solutions. Incumbent will provide recommendations for initiatives and regulatory action to preserve the County's natural resources and reduce environmental impacts throughout Sullivan County. Work is performed under supervision of the Sustainability Coordinator with leeway for independently performing some of the duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in studies involving research, investigation and analysis of physical, economic and environmental factors related to sustainable initiatives including, but not limited to, energy conservation, renewable energy, greenhouse gas emission reduction and adaptive measures for potential climate change;

Assists in preparation of annual greenhouse gas inventory for local government and community at large;

Assists in the preparation of reports and memoranda including statistical analyses, maps, tables etc. with emphasis on sustainable initiatives;

Assists in preparation of grant applications from federal, state and foundation sources that relate to sustainable initiatives;

Participates in meetings with community partners, makes recommendations and assists in the development and implementation of sustainable initiatives;

Participates in meetings with local economic development partners to identify opportunities to incorporate climate protection, sustainability and environmental goods and service industries into local economic development plans;

Assembles and disseminates materials to promote local government commitment to reducing energy use, saving tax dollars and adapting to changing conditions;

Designs, implements, compiles and analyzes community surveys related to energy conservation, renewable energy, greenhouse gas emissions, climate change or other topics related to office projects;

Leads sustainable initiative studies, projects and programs as assigned;

Use of personal computer to analyze data and statistics;

Prepares a variety of maps, charts, advertisements and other graphics required in support of projects being performed;

Performs miscellaneous office work and maintains records of office activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of energy conservation, renewable energy systems, climate change, and greenhouse gas emissions; good knowledge of grant funding sources and grant application processes; good interpersonal skills; ability to analyze and compile data for reports; ability to work independently; ability to effectively utilize a personal computer; working knowledge of Microsoft Office; and ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from a recognized or regionally accredited college or university with a Bachelor's Degree and at least three (3) years working with government or not for profit entity on development and implementation of sustainable initiatives including energy conservation, renewable energy, climate action planning, greenhouse gas emissions inventory and/or related initiatives.

L:\CLASPLAN\Sustainability Analyst WPD
Last Reviewed: 1/6/2017
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Placed in Classplan 1/9/17
Revised and Replaced in Classplan: 3/30/2023