



## **ENVIRONMENTAL SUSTAINABILITY ANALYST**

City of Malibu, California

Salary: \$85,451 - \$111,494 annually (plus excellent benefits)

Full-time Permanent Position (subject to probation)

Under general supervision, plans, implements and coordinates specialized programs and projects within the City and the Environmental Sustainability Department. Performs complex analytical studies and policy analysis and participates in budget preparation and administration. Researches environmental and sustainability issues, conducts studies and prepares reports recommending appropriate courses of action and strategies in support of the goals and objectives of the Environmental Sustainability Department. Develops, implements, coordinates, and administers programs and projects in areas such as solid waste, clean water, energy efficiency, sustainable procurement, and environmental program's outreach and events. Coordinates and/or assists in the preparation and administration of the environmental program budget. Researches potential outside funding sources for local programs and prepares grant applications and accompanying reports, as necessary. Conducts complex studies, statistical analysis, needs assessments and evaluations of sustainable programs and policies. Prepares and presents written and oral reports recommending appropriate courses of action. Performs public relations tasks that include the development of written web-based materials and providing information and assistance to the public and City staff on environmental and sustainability programs.

**Ideal Candidate:** The ideal candidate has working knowledge of principles, practices, and techniques of public administration with emphasis in sustainability and environmental programs and policy. Knowledge of applicable federal, state, and local laws and regulations related to the environment and sustainability. Technical knowledge regarding principles, practices and techniques of research and analysis. Has skill in professional report writing, recommending comprehensive environmental planning policies and programs based upon community needs, available resources and overall City priorities and policies. Has the ability to coordinate environmental programs with other departments and agencies and prepare sound, oral and written reports, and recommendations. Is able to identify and analyze complex technical, operational, and administrative problems and evaluate alternative solutions, and recommend or adopt effective changes, present ideas persuasively in both oral and written formats. Has experience researching, developing, and recommending cost-effective program improvements.

**Minimum Qualifications:** Equivalent to graduation from an accredited four-year college or university with major coursework in environmental or earth science, urban planning, public health, biological science, chemistry, public or business administration, or a related field, and three (3) years of experience performing research, analysis, and report writing related to sustainability and environmental programs, and administering and coordinating environmental programs, preferably within a municipal environment. Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Applicants must submit a completed online City Employment Application and Resume. Applications will be accepted on a continuous basis until the position is filled. Resumes will not be accepted in lieu of a City Employment Application. Visit [MalibuCity.org/jobs](http://MalibuCity.org/jobs) for more information about this position, benefits, and to apply online. EOE/ADA

Application Deadline: Open Until Filled