



## **JOB DESCRIPTION: MANAGEMENT ANALYST - ENVIRONMENTAL RESOURCES**

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### **BASIC FUNCTION**

The Management Analyst performs a wide variety of responsible and complex administrative and analytical duties; coordinates and administers assigned programs and contracts under the direct supervision of the Director of Environmental Resources. Interfaces with representatives of CVAG member jurisdictions, as well as various local, state, and federal agencies, utilities, and private organizations. The Environmental Resources Department coordinates environmental programs including energy, solid waste and recycling, sustainability, renewable resources, and other programs as requested by member agencies.

### **CLASS CHARACTERISTICS**

The Management Analyst must be able to gather and compile facts and statistics in order to evaluate program effectiveness and forecasting; prepare and review contractual and regulatory documents; prepare and maintain complex program records and systems applications; analyze operational problems, reach practical and logical conclusions and implement effective solutions; maintain professional objectivity and neutrality under sometimes stressful circumstances; develop and maintain cooperative working relationships with many partners; write well; prepare creative outreach tools including flyers, handouts, PowerPoint presentations, website content.

### **REPRESENTATIVE DUTIES**

Responsibilities may include, but are not limited to, the following:

- Participate in special projects including coordination of new and existing programs and services, preliminary budget analysis and preparation, and feasibility analyses; prepare and present reports.
- Assist in preparing contracts for assigned program area; monitor compliance with applicable contractual agreements; recommend modifications as appropriate.
- Assist in planning, coordinating, and managing meetings (with Department Director and/or the chairperson) for various CVAG committees, subcommittees and working groups as requested.

- Assist with scheduling, agendas, written minutes, and meeting preparation; and prepare and present staff reports at meetings and provide committee support as requested, for the Energy and Environmental Resources Committee.
- Research operational and administrative issues, evaluate alternatives, recommend solutions, and implement adopted changes.
- Recycling Roundtable Assist in the preparation of assigned budget(s); maintain and monitor appropriate budgeting controls; monitor cash and expenditures; make budgetary projections; prepare various financial analysis and reports as required.
- Collect, compile, and analyze complex information from various sources related to assigned programs; conduct research and comprehensive data collection efforts to support analysis; prepare reports which present and interpret data, and identify alternatives; ensure compliance with local, State and Federal regulations; make and justify recommendations.
- Identify and pursue available grant opportunities. Assist with preparation and submittal of grant proposals on behalf of CVAG.
- Represent CVAG in a professional and positive manner in all matters, respond to inquiries about CVAG programs as needed, and assist with public outreach.
- Assist with administrative activities for the Department, including varied tasks such as preparation of monthly and annual reports, general project administration including contract management, billing and accounting, coordination of various meetings, and related duties.
- Assist with coordination of CVAG’s community choice aggregate, Desert Community Energy including development of various programs, workshops, training, and educational/outreach programs.
- Assist with the Request for Proposal process and contract process within the Department.
- Assist as needed with programs in other departments. This may include public safety, earthquake preparedness, and other programs as directed.
- Provide liaison between CVAG and member agency staff.
- Work with CVAG members to develop, identify funding for, and implement various environmental programs as requested.
- Prepare flyers, brochures, website content, PowerPoint presentations using graphic and design skills and available resources.

- Performs special assignments for the Executive Director upon request.
- Perform other tasks as directed.

#### **KNOWLEDGE OF**

- Various environmental issues including energy efficiency, renewable energy, solid waste and recycling, sustainability.
- Dealing with various partners including utilities, government agencies, stakeholder groups; organizational, fiscal and project management.
- Contract negotiation and document preparation.
- Development of professional written materials including graphics and clear, concise language.
- Office practices and procedures, including work planning, organization, supervision, and the operation of standard office equipment.

#### **MINIMUM QUALIFICATIONS**

Possession of a Bachelor's degree from an accredited college or seven years of increasingly responsible experience in described duties.

#### **DESIRED QUALIFICATIONS**

- Exceptional written and verbal communication skills.
- Strong organizational skills, initiative, and flexibility to work in a multi-faceted organization.
- Proficiency in Microsoft Office programs.
- Ability to work independently, exercise sound judgement, set priorities, meet critical deadlines, address and prioritize multiple tasks simultaneously, and work amid interruptions.
- Ability to participate in developing goals, objectives, policies, procedures, and work standards.
- Bilingual in Spanish is preferred, not required.

**PHYSICAL CONDITION**

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

**LICENSES AND CERTIFICATES**

Valid California Driver's License, Class C.

**CLASSIFICATION**

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