

# ENVIRONMENTAL POLICY ANALYST

## GRANT MONITOR

Recruitment #1412-4632-001

**List Type** Exempt

**Requesting Department** DOA-Office of Sustainability

**Open Date** 1/5/2015 3:00:00 PM

**Filing Deadline** 1/31/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

### **INTRODUCTION**

#### **THIS POSITION IS EXEMPT FROM CIVIL SERVICE**

*Appointment and continued employment is at the pleasure of the Environmental Sustainability Director.*

### **PURPOSE**

The Environmental Policy Analyst provides project oversight and coordination for various programs in the Office of Environmental Sustainability. Primarily, the Analyst helps implement and report progress of various City programs that directly support ReFresh Milwaukee, the City's sustainability plan, and manages the City's solar program, Milwaukee Shines. The Analyst will focus on water and stormwater related issues as they impact residents, businesses and City of Milwaukee facilities and infrastructure. Lastly the Analyst will seek grant funding to support core office functions.

### **ESSENTIAL FUNCTIONS**

- Provides support, oversight and coordination for implementing ReFresh Milwaukee goals, targets and strategies, including but not limited to water and green infrastructure goals and planning and zoning support to facilitate meeting ReFresh Milwaukee targets.
- Leads Milwaukee Shines solar program and meets U.S. DOE grant requirements and scope of work.
- Leads and develops neighborhood outreach to expand resident and business engagement with ReFresh Milwaukee goals.
- Coordinates and ensures timely payment of all office invoices.
- Updates office and program websites as necessary and assists with social media strategy implementation.

### **MINIMUM REQUIREMENTS**

Bachelor's degree in environmental sciences, finance, political science or related field and two (2) years of experience in a sustainability field of practice or public policy.

*Equivalent combinations of education and experience will be considered.*

### **DESIRABLE QUALIFICATIONS**

- Master's degree in environmental sciences, finance, political science or related field desirable (can be substituted for professional experience).
- Professional certification(s) in a sustainability field are preferred such as energy management, water technology and/or LEED.

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

## ***Environmental Policy Analyst (DOA-Office of Sustainability)***

---

- Knowledge of energy markets including renewable energy policy in the state of Wisconsin.
- Knowledge of water related fields like green infrastructure, water quality and quantity management and/or habitat restoration.
- Knowledge of municipal permitting and zoning framework.
- Knowledge of computer programs and software such as MS Office Suite and Adobe Creative Suite.
- Skill in managing several programs at once.
- Skill in building a consensus among parties to solve problems at the municipal level.
- Ability to balance political considerations with policy and regulatory constraints.
- Ability to manage a diverse group of stakeholders on a project-by-project basis.
- Ability to provide complex information quickly to top-level decision-makers and the public.
- Ability to present to large groups of people and the general public.
- Ability to manage large quantities of data in spreadsheets and other applications.
- Ability to effectively communicate via social media.
- Attention to detail.

### **CURRENT SALARY**

The current starting salary (PG 2GX) for City of Milwaukee residents is \$51,469 annually, and the non-resident starting salary is \$50,206. ***Appointment above the minimum is possible.***

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance tests or other assessments methods. The Department of Administration - Office of Sustainability reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises.