



**South Bay Cities Council of Governments
Invites applications for the positions of
Environmental Services Analyst I & II – Community Outreach**

SALARY: \$54,080 - \$72,000 annually
OPENING: January 18, 2022
CLOSING DATE: Opened until filled

ABOUT SBCCOG and SBESC

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Los Angeles County. The SBCCOG mission is to provide a leadership forum for South Bay local governments to act collaboratively and advocate for regional issues with a focus on improving transportation and the environment and strengthening economic development. More information about the SBCCOG can be found at www.southbaycities.org.

ABOUT THE POSITION

Under direction of the Deputy Executive Director, the Environmental Services Analyst I & II coordinates general programs, projects, field work, workshops, outreach, and office support. The principal focus of this position is to serve as an information resource and implementer for environmental programs to encourage residents, businesses, and agencies to save water, reduce waste, conserve energy, and increase transportation demand management (TDM) strategies. Individuals in this position conduct community outreach to provide information and guidance on program benefits, and how to access services and resources.

SPECIFIC JOB RESPONSIBILITIES

- Develop a thorough understanding and practical knowledge base of programs in energy efficiency, water conservation, waste reduction, TDM/shared mobility, and climate action.
- Participate and support evening and weekend workshops, off-site events to represent the SBCCOG and promote program participation.
- Present program information to community groups, homeowner associations, businesses, chambers, and government agencies.
- Respond to program related inquiries including answer phone calls and email messages.
- Coordinate and manage program registration.
- Provide excellent customer service with diligence and patience in responding to difficult persons/issues.
- Demonstrate critical thinking and the use of discretion in communicating with others.
- Prepare reports and maintain program records and take minutes if requested.
- Support social media efforts.
- Perform other work duties as assigned.

CLASSIFICATION

This position is exempt under the Fair Labor Standards Act.

QUALIFICATIONS

- One to five years related experience in an environmental field
- Strong written and verbal communication skills
- Proficient in Microsoft Office Suite software (Word, Excel, PowerPoint)
- Ability to function independently and as part of a team

- Self-motivated and able to complete tasks without need of direction and continuous supervision
- Valid Driver's License to be used in the state of California
- Bachelor's degree (Analysist II)

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

APPLICATION AND SELECTION PROCESS

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest to them as well as complete the Supplemental Questionnaire.

Submit to: **Ghia Horton, Administrative Assistant**
ghia@southbaycities.org

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

SBCCOG is an equal opportunity employer.

EMPLOYEE BENEFITS

• 12 paid holidays • Vacation leave (104 hours accrued/year in 1st year, increases 8 hours/year through year 12) • Sick leave – 8 hours per month • Life Insurance \$50,000 while employed by SBCCOG • \$500/month to apply towards health benefits (Any unused amounts will be applied to deferred compensation) • Deferred compensation (457 Plan) \$200 per month employer contribution • Administrative Leave (40 hours annually- Full-time Exempt employees only)

EQUAL EMPLOYMENT OPPORTUNITY

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation.