

SNOHOMISH COUNTY JOB DESCRIPTION

TEMPORARY – SUSTAINABILITY DATA ASSISTANT

Spec No. 9176

BASIC FUNCTION

Assist with the management and tracking of the County's energy, water, and waste data; assist with greenhouse gas emissions accounting and other data management duties; provide general support for the Office of Energy and Sustainability as needed for a variety of energy and sustainability programs; and monitor, measure and report program performance.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Collect, record and track energy, water, and waste data for county buildings and facilities. Work with departments and offices to set-up accounts in EPA's EnergyStar Portfolio Manager.
2. Benchmark buildings, analyze data, and write reports regarding the County's progress in meeting our energy and sustainability goals.
3. Collect and track the County's EnergySmart loan program data, and calculate the deemed energy savings from program retrofit measures.
4. Assist in the development of methods for tracking and reporting the County's 'green' purchases under the new Environmentally Preferable Purchasing and Product Utilization Policy (EPP).
5. Work with utility companies to obtain accurate account and meter information.
6. Assist with greenhouse gas emissions tracking and accounting.
7. Assist with the management and implementation of the County's in-house recycling program, including: conduct surveys of existing recycling infrastructure and where infrastructure is needed, develop resources and implementation plans for responsible recycling of various items.
8. Conduct research on environmental sustainability issues and problems confronting the county, develop and write findings reports and other written materials as necessary, and prepare routine correspondence, memoranda, reports; may assist in making presentations to the Executive and to the Council.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Associate's Degree (or in the process of completing an Associate Degree) in Energy Management, Science, Business Management, or Technical Management; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related test, including testing in Microsoft Excel.

Preferred qualifications:

Bachelor's Degree in environmental sciences, environmental policy, business administration or a closely related field; six months to one year experience using Microsoft Excel on a regular basis in a professional office environment is desired.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- benchmarking building energy performance, energy efficiency, and building systems;
- research methods and techniques;
- energy and environmental sustainability concepts and practices;
- basic office programs including, but not limited to: Microsoft Outlook, Word, and Powerpoint.

Ability to:

- use Microsoft Excel;
- gather, manage, synthesize and evaluate a variety of data including energy and utility data;
- use or learn to use EPA's EnergyStar Portfolio Manager
- problem solve;
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner;
- research, analyze and synthesize information;
- prepare clear and concise written reports;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships;
- work under pressure and meet deadlines;
- analyze and solve work related problems.

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SUPERVISION

The employee receives general supervision from the Energy and Sustainable Development Analyst. Specific instructions are given for new or unusual assignments. Employee exercises his/her own initiative in performing recurring assignments or in seeking answers to inquires or complaints.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 2013
EEO Category: 6 – Administrative Support
Pay Grade: 308 – Clerical Pay Grade
Workers Comp: 5306 Non-Hazardous