

Sustainability Analyst (Bilingual English/Spanish)

This Job Posting closes at 11:59 p.m. (Pacific Time) on **Wednesday, August 17, 2022.**

Please Note: The application deadline may be extended to expand the pool of qualified candidates. Any recruitment timeline changes will be communicated to all who have initiated an application process or have submitted an application.

INFORMATION SESSIONS

Would you like to learn more about this opportunity, working in the Sustainability & Solid Waste program, our commitment to equity and inclusion, or how to navigate the application process? Please join us for one of two information sessions on the dates listed below. To register for the information session, please click on the one of the following links for the date and time that's most convenient to you:

- **THURSDAY, AUGUST 4TH at 12:00 PM**
- **MONDAY, AUGUST 8TH at 5:30 PM**

WHO MAY APPLY

This position requires fluency in both English and Spanish languages, including speaking, reading, and writing. *(Please note: Language fluency means being capable of using a language easily and accurately. Being "bilingual" means using or able to use two languages fluently.)*

THIS RECRUITMENT IS OPEN ONLY TO APPLICANTS WHO POSSESS BILINGUAL (ENGLISH & SPANISH) LANGUAGE SKILLS. Applicants who ARE NOT fluent in BOTH English and Spanish languages, ARE NOT ELIGIBLE to apply for this position.

PAY AND BENEFITS

WHAT WE OFFER (PAY & BENEFITS):

Clackamas County proudly offers an attractive compensation and benefits package, including competitive wages, cost-of-living adjustments, merit increases (for eligible employees) and a robust sick and vacation plan for regular status employees.

We encourage and support employee health and wellness by offering a variety of gym membership discounts, annual wellness fairs and alternative care benefits, so you can customize your wellness needs to fit your lifestyle.

This is a full-time (40 hours per week) County position represented by the American Federation of State County and Municipal Employees (AFSCME).

Competitive compensation package:

Annual Salary Range: \$67,277 - \$84,867 (Bilingual skills are compensated at an additional 5%.)

Hourly Pay Rate: \$32.34 - \$40.80 (Bilingual skills are compensated at an additional 5%.)

**Salary offers will be made within the posted pay range and will be based on a candidate's experience (paid or unpaid) that is directly relevant to the position.*

In addition to competitive wages, Clackamas County offers an attractive benefits package and incentives for employees in regular status positions.

Generous paid time off package, including:

- 12 hours of vacation accrued per month
- 8 hours of sick accrued per month
- 10 paid holidays and 1 personal day per year

Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP)

- Employer paid 6% PERS retirement contribution
- OPSRP members get vested after five years of contributions or when they reach age 65

- Other Retirement Savings Options that allow for additional retirement funds savings, including an option to contribute a portion of employee earnings on a pre or post-tax basis to a 457 Deferred Compensation Plan

Other Benefits:

- **A Choice of Medical Plans** that include chiropractic coverage, alternative care, vision and prescription drug coverage
 - **A Choice of Dental Plans**
 - Robust EAP and wellness programs, including gym discounts and wellness education classes
 - Longevity pay
 - A variety of additional optional benefits
- [AFSCME: Department of Transportation \(DTD\) Full Time Benefits](#)
[Learn More About Benefits](#)

JOB DETAILS AND QUALIFICATIONS

- **Do you find it rewarding to help create a sustainable community and organization?**
- **Are you an excellent communicator who loves to build new connections?**
- **Do you want to use your fluency in Spanish to positively impact community members and business owners?**
- **Do you appreciate the diverse needs and approaches to successful engagement in a County that encompasses many different communities?**
- **Are you a strong, creative collaborator?**
- **Are you passionate about providing excellent customer service?**
- **Do you have a "team-first" mindset and love seeing a team succeed and thrive?**

If you answered “yes” to the questions above, we want you to join our team as a **Bilingual (English/Spanish) Sustainability Analyst** at the Clackamas County Department of Transportation & Development / Sustainability & Solid Waste Program. We are seeking a motivated individual with strong communication and interpersonal skills. If you are selected for this position, you will be primarily working in the community providing technical assistance to businesses and workplaces, with an emphasis on food waste prevention practices, enrollment in the commercial food scraps collection program, identifying opportunities for donation, and recycling education. This is a unique opportunity as you will be able to use your bilingual language skills in promotion, outreach and presentation of sustainable practices.

We are committed to doing sustainability, waste reduction, and garbage and recycling well, equitably, and inclusively. We are searching for a candidate who will add to positive collaborations within our team, the organization, and our community, bringing a passion for responsive service that reaches and supports people to create a more sustainable community in ways that feel welcoming and that work best for them.

Required Minimum Qualifications / Transferrable Skills:*

- Fluency in both English and Spanish (*Please note: Language fluency means being capable of using a language easily and accurately. Being "bilingual" means using or able to use two languages fluently.*)
- A minimum of four (4) years of relevant experience that may include the following:
 - Experience conducting research, tracking data, and interpreting and generating reports
 - Experience in creating and delivering presentations and/or providing training to groups
 - Experience resolving customer inquiries and complaints
 - Experience working with and establishing new relationships with various businesses, agencies or other organizations
- A minimum of one (1) year of experience in a sustainability, waste reduction and/or resource conservation field
- A minimum of one (1) year of experience in coordinating and managing projects
- Strong interpersonal skills that translate into all of the following:
 - Strong verbal and written communication, including the ability to convey technical or procedural information to individuals with varying levels of knowledge about a subject

- Ability to work with, support, and exercise cultural responsiveness with individuals and organizations representing a variety of backgrounds
- Ability to establish and maintain effective working relationships and partnerships
- Ability to work well independently, and collaboratively within a team
- Respecting the needs and interests of others in ways that are positive, assertive, and approachable
- Exercising tact, good judgment and positive approach in interactions
- Using active/reflective listening skills
- Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment. [Learn more about the County's driving policy](#)

Preferred Special Qualifications/ Transferrable Skills:

- Bachelor's degree or equivalent experience in sustainability, resource conservation, waste reduction, policy analysis, public education, marketing, or a related field
- At least one (1) year of experience developing sustainability, waste reduction or resource conservation programs within or for one or more organizations, non-profits, schools, and/or businesses.
- Experience with sustainability, waste reduction, and recycling program practices at businesses or public and non-profit agencies
- Knowledge of sustainability frameworks and tools used by organizations
- Experience writing for various audiences
- Knowledge of operations and management in restaurants, commercial kitchens, grocery stores, and/or food processing or distribution companies
- Experience developing informational and educational materials (e.g. posters, brochures, reports, and electronic newsletters)
- Experience working with and building relationships with Spanish-speaking communities
- Experience working with, providing outreach and/or building relationships with representatives from underserved communities or other similar groups or individuals that have experienced hardship, disparities or barriers

*For Veterans qualified for Veteran's Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the open-ended question at the end of the application and explain how those skills and/or qualifications relate to this position.

KEY COMPETENCIES FOR SUCCESS IN THIS POSITION:

Embodies "SPIRIT" by demonstrating a commitment to the Clackamas County core values of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust in their work (Clackamas County Core Values).

Builds Relationships by sustaining cooperative working relationships with internal and external customers, partners and stakeholders; honoring commitments; and, delivering exceptional customer service.

Promotes Cultural Responsiveness by empowering others and building a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds and values.

Commits to Teamwork and Collaboration by working effectively towards a shared goal, encourages sharing of information, productive problem solving and putting team success first.

Demonstrates Excellent Customer Service by anticipating, assessing, and responding effectively to the needs of those we serve.

Professional Communication demonstrated by self-awareness, respect for others, empathy, situation appropriateness and professionalism when communicating verbally, non-verbally and in writing.

Embraces Continual Learning by displaying an ongoing commitment to learning and willingness to grow within the job.

Seeks to Problem Solve by using critical thinking and analytical skills, identifies alternative strategies bringing a solution-focused approach to address challenging or difficult problems.

Demonstrates Initiative and Motivation by managing time, identifying opportunities to improve our services, and developing strategies to effectively manage and prioritize tasks with thoughtfulness and self-awareness.

Displays Creativity and Innovation by generating new ideas and being open to others' ideas.
Puts Ethics into Action by holding himself, herself, or themselves to a high standard of professional, honest, and objective behavior in all dealings with staff, stakeholders, community partners, service providers and the public.

TYPICAL TASKS

In addition to the responsibilities listed above, the person selected for this position may be responsible for the following:

- Support or build partnerships among non-profits and businesses to explore culturally-responsive and equitable approaches that can enable community-driven food donation and recovery of otherwise wasted food.
- Review and consult on the design, location and adequacy of commercial garbage and recycling enclosures per the Zoning and Development Ordinance, working as necessary with Planning staff, garbage and recycling companies, and developers.
- Participate in regional and program-level workgroups focusing on culturally responsive and equitable service delivery
- Provide similar support and technical assistance with community-based organizations, schools, or other groups. Provide training to employees or other audiences, speaking before a variety of audiences
- Develop outreach and technical assistance information in English and Spanish.

For more information, please review the classification specification which includes the typical tasks of this position by clicking on the following link: [Sustainability Analyst](#).

WORK SCHEDULE

This position works 40 hours during a standard workweek of Monday through Friday. Specific hours of work will be discussed with the candidate selected for this position at the time an offer of employment is extended.

Please Note: This position is eligible for hybrid on-site/telework subject to the [Clackamas County Teleworking Policy](#) and based on the Department's business needs. The exact amount of on-site/telework and schedule will be discussed with the hiring manager during time of offer. Telework locations cannot be located outside of Oregon or Washington. Washington residents must perform 50% of their time on-site at Clackamas County.

EXPLORE CLACKAMAS COUNTY

Clackamas County is in a prime location in the Portland, Oregon metropolitan area and is recognized nationally as one of the most livable areas in the United States. Located on the southern edge of the City of Portland and extending to the top of Mt. Hood, Clackamas County is part of a thriving region in the Northwest. It has a population of about 420,000 residents.

[Explore Clackamas County](#)
[Working for Clackamas County](#)
[Recreation, Arts & Heritage](#)
[Equity, Diversity and Inclusion](#)

ABOUT THE DEPARTMENT

The mission of the Department of Transportation and Development (DTD) is to assist citizens and businesses in creating vibrant, sustainable communities through innovative and responsive public service.

DTD is responsible for a broad range of county services involving land use planning and permitting, building permits, county code enforcement, solid waste and recycling, road construction and maintenance, surveying, plat approvals, public land corner restoration and dog services. The county's urban renewal programs also report to DTD.

[Learn more about the divisions in DTD](#)

APPLICATION PROCESS

Clackamas County only accepts online applications.

Click here to APPLY:

https://hrapp.clackamas.us/psc/recruit/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SE_ARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&JobOpeningId=106486&PostingSeq=1&SiteId=1&languageCd=ENG&FOCUS=Applicant

Help With Your Application:

[Application Process](#)

[Help with the Application](#)

If you have any questions or issues you may contact the Department of Human Resources at 503-655-8459 or [e-mail us](#). Our office hours are Monday - Thursday 7:00 a.m. - 6:00 p.m. Pacific Time (closed on Fridays).

HOW TO CLAIM VETERAN'S PREFERENCE

[Request Veterans' Preference](#)

[Learn more about the County's Veterans' Preference](#)

VISA SPONSORSHIP

Clackamas County does not offer visa sponsorships. Within three days of hire, applicants will be required to complete an I-9 and confirm authorization to work in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

Clackamas County is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the Department of Human Resources prior to the recruitment close date. You may request an accommodation during the online application process.