

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: GREEN FACILITIES & OPERATIONS ANALYST**

### **BASIC FUNCTION**

Under the direction of the Office of the Superintendent, perform a variety of specialized duties to support SMCOE's strategic vision concerning sustainability.

### **REPRESENTATIVE DUTIES**

#### **ESSENTIAL DUTIES:**

Continue to collect, analyze, and utilize data to strengthen sustainability efforts across schools in San Mateo County and at SMCOE;

Support efforts to develop, implement, and provide training on county-wide protocols and templates with district partners to promote sustainable operations, facilities, and programs;

Provide technical support to districts and schools in developing and implementing sustainability plans; Assist in preparing and conducting training sessions and materials;

Work with cross-divisional teams to identify and implement best practices for sustainability at SMCOE;

Communicate and collaborate with school sites and community partners to ensure efficient and effective use of support services;

Monitor and evaluate efforts to promote sustainability across schools in San Mateo County and at SMCOE;

Identify and share best practices in San Mateo County for creating sustainable campuses;

Remain current on applicable laws, codes, regulations, policies, and procedures related to assigned activities.

#### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

General principles and theories of environmental sustainability and overall knowledge of sustainability topics and issues, in particular zero waste and resource conservation.

Practices, procedures, and techniques involved in the planning and implementation of green facilities and operations efforts.

## **Green Facilities & Operations Analyst**

Record keeping and report preparation techniques.

Applicable laws, codes, regulations, policies, and procedures related to assigned activities. Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, courtesy, and cultural sensitivity.

Oral and written communication skills.

### **ABILITY TO:**

Operate of a variety of office equipment including a computer and assigned software.

Perform a variety of specialized duties involving technical support to school districts and sites in achieving green facilities and operations goals, such as, but not limited to, zero waste and greenhouse gas (GHG) emissions reductions.

Communicate effectively orally and in writing.

Collect, analyze, and utilize data.

Review situations, identify problems, and develop an effective course of action.

Review, monitor, and evaluate progress on goals and capture best practices.

Work independently with little direction.

Prepare written reports.

Meet schedules and timelines.

Plan and organize work.

Establish and maintain cooperative and effective working relationships with others.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: a bachelor's degree in environmental studies, social science, education, or a related field and two years of experience involving sustainability, solid waste management, and/or resource conservation. Experience working in an educational setting preferred.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license

### **WORKING CONDITIONS**

#### **ENVIRONMENT:**

Indoor and outdoor work environment

#### **PHYSICAL DEMANDS:**

Operate a computer keyboard

Read a variety of materials

Sit or stand for extended periods of time

### **Approved by Personnel Commission:**

**November 20, 2019**