



City of San Leandro - Administrative Analyst II (Sustainability)

The City of San Leandro is seeking an Administrative Analyst II who will be assigned to Sustainability to develop, promote, implement, coordinate and advance existing and emerging sustainability programs and initiatives. This position reports to the Public Works Director but also works closely with the Mayor and City Manager's Office.

Salary \$8,355.00 - \$10,157.00 Monthly

This position is focused on implementation of the City's climate mitigation and resilience programs, including:

- Overseeing the update to the Climate Action Plan (CAP) to achieve climate mitigation goals for 2030 and 2050 as well as an Climate Adaption framework;
- Reporting the City's Greenhouse Gas (GHG) Inventory and climate initiatives via the Carbon Disclosure Project to the Global Covenant of Mayors;
- Managing the City's participation in local and regional collaborations including East Bay Community Energy, the StopWaste Energy Council, East Bay Energy Watch (EBEW), the Bay Area Climate Adaptation Network (BayCAN); and
- Engaging with the City Council, commissions and the public on climate initiatives.

The ideal candidate is a critical thinker who possesses excellent collaboration, organizational, public outreach, presentation, strong analytical, and project management skills. S/he has experience drafting policies or developing programs that implement the sustainability component of a Climate Action Plan and demonstrate the ability to handle multiple projects involving a variety of stakeholders. The successful candidate must be able to work independently and be self-motivated to meet deadlines, work in teams and interact effectively with the community and City staff alike. The best qualified candidates will also have exemplary verbal, written, and presentation skills for internal and external audiences along with significant knowledge of local sustainability issues.

For additional information and to apply, please visit the City of San Leandro website at: https://www.sanleandro.org/depts/hr/employment_opportunities/default.asp.