Accepting applications for:

**Climate Action Analyst**
Office of Climate Action & Outreach  
City Manager’s Office

Application deadline: Monday, October 26, 2020  
Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

One permanent full time position available  
Full salary range: $56,534.40 - $70,907.20  
Hours: Monday – Friday, 8:00am – 5:00pm

**Job summary:**
Calculates, tracks, and manages metrics, data, and processes supporting City and community climate action initiatives. Coordinates implementation of City’s Climate Action and Adaptation Plan and develops related programs and projects for the Office of Climate Action and Outreach. Analyzes data and ensures accuracy of metrics and completes annual greenhouse gas inventory. Effectively assesses future needs to meet City and community goals for climate action and social equity. Serves internal and external customers, requiring the ability to make technical information easy to understand. Identifies innovative solutions and demonstrates measurable progress on goals. Fosters collaborative implementation of special projects and programs. Clearly communicates verbally and in writing, comfortably adjusts to different audiences, and creates narratives, project summaries and technical reports.

**Minimum qualifications:**
Associate degree in environmental policy, environmental studies, urban planning, public administration/policy or related field from an educational institution accredited by a DOE recognized accreditation body plus two years of experience in sustainability and climate action, engineering, environmental monitoring, data analytics, community planning, facilities management, or a related field required. An equivalent combination of minimum education and experience may be accepted or a Bachelor’s degree from an educational institution accredited by a DOE recognized accreditation body may substitute for experience. Valid driver’s license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

**Preferred qualifications:**
Bachelor’s degree from an educational institution accredited by a DOE recognized accreditation body with preference for at least two years of increasingly responsible experience in any or some combination of the following: environmental science, urban planning, engineering, mathematics, sustainability program development or planning, public administration or facilities management preferred. Experience with Geographic Information Systems (GIS) a plus. Bilingual proficiency is a plus.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

Date posted: October 8, 2020