

Environmental Analyst Ozone Transport Commission

The Ozone Transport Commission (OTC) is seeking an Environmental Analyst to support implementation of the organizations primary state-coordinated air management programs. OTC was established under the Clean Air Act (Amendments of 1990) and binds together the states from Virginia to Maine working cooperatively with the Environmental Protection Agency to coordinate reductions in air pollution that benefit the whole region. We provide air pollution policy assessment, technical support and a forum by which states work more efficiently together to harmonize their pollution reduction strategies in an effort to attain federal standards. OTC members include: Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Virginia. In addition, the OTC staff supports regional multi-pollutant, including regional haze (MANE-VU), technical analysis and planning. For additional information about OTC and MANE-VU, visit our website and links at www.otcair.org.

Primary duties of this position are to oversee technical work products that support policy efforts administered through federal grants. The Analyst will provide critical information on initiatives and committee activities to the OTC Executive Director, other OTC staff, managers and Commission members. Key responsibilities include:

- Preparing for OTC and MANE-VU in-person and on-line meetings, including committees and stakeholder meetings; with key responsibilities for substantively planning program aspects of meetings;
- Oversee, track and report program efforts of committees and workgroups functioning primarily via on-line meetings and communications through electronic mail;
- Timely communications with other staff and members on programmatic and policy-relevant issues;
- Coordinating technical programs for emissions inventories, air quality data and photochemical modeling;
- Developing planning tools and tracking program-related materials and work-products;
- Providing support to fulfill specific grant requirements, including project and policy development and tracking; and
- Overseeing management of OTC website content, files organization and access for staff and members, and utilizing project management and tracking software.

Qualified candidates will have:

- Ability to manage and facilitate goal-oriented online meetings and webinars;
- Excellent writing and interpersonal communication skills;
- Excellent organization skills;
- Experience working on air pollution program and policy issues is preferred, including but not limited to:
 - Working knowledge of the implementation of the Clean Air Act;
 - A background on ozone and its precursors;
 - Knowledge of air pollution control methods and options for the stationary, mobile and area source sectors;
 - Familiarity with state regulatory programs;
 - Familiarity with regional haze and fine particulate issues;
 - Familiarity and/or experience with computer models used for air planning and evaluation purposes is a plus.
- Experience working on a variety of technical initiatives and with technical experts;
- Experience in project management and federal grant management of projects;
- Familiarity and/or ability to work with a range of software tools for organizing projects, tracking progress, and communicating project status; and
- Experience working with office support software applications including Microsoft 365, Word, Excel and PowerPoint, email applications and conference call/webinar technologies.

Minimum qualifications include a BA or BS degree in a related field from an accredited college or university and 2 to 5 years of progressively responsible experience in the environmental field, with specific responsibilities in air pollution management. A writing sample is requested, and a writing assessment will be administered as part of the interview process.

The OTC is a multi-state organization established under the Clean Air Act and operates a small efficient office in Washington DC coordinating efforts. OTC provides excellent benefits including: retirement, medical and dental, life and disability insurances; paid sick leave and federal holidays, vacation (scalable) and personal days; and public transportation subsidy. * The salary range for this position is \$45,000 to \$60,000 depending on qualifications and experience of the successful candidate. Please submit resume, cover letter and salary history/requirements by February 15, 2019 to:

Personnel/OTC
800 Maine Avenue, Suite 200
Washington, DC 20024

or otzone@otcair.org