



KCHA Job Announcement

600 Andover Park West Seattle, WA • 98188 • (206) 574-1100 (FAX) 574-1104

Please post to KCHA employees, residents and the general public.

Resource Conservation Specialist

Open: 10/12/09

Closed: 11/02/09

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently seeking a talented, self-motivated Resource Conservation Specialist with strong customer service experience. This position supports KCHA's Resource Conservation Program and is responsible for implementing programs to achieve conservation goals.

RESPONSIBILITIES: Under the supervision of the Resource Conservation Manager, the Resource Conservation Specialist will prepare and analyze gas, electric and water utility costs and consumption data, create reports, upload monthly utility data to the Utility Manager database; audit utility bills; educate residents about recycling; and educate staff about environmentally preferable purchasing, recycling, hazardous waste management and other conservation initiatives. Implement the KCHA recycling program by working with municipal recycling coordinators, waste haulers, maintenance staff, property managers, service providers and translators. Support the Resource Conservation Program by co-chairing the agency's Green Team, conducting research on conservation topics, writing articles for the KCHA newsletter, and performing other duties as assigned.

REQUIREMENTS: Work requires an Associate's degree and one to two years work experience including strong data analysis skills, or an equivalent combination of education and experience. Previous work experience in environmental programs preferred. The position also requires advanced skills in Microsoft Excel and intermediate skills in Word, Outlook and working with databases and Internet. Bilingual skills a plus. Must have a good driving record and a valid WA State Driver License throughout employment. Significant travel around King County is required.

COMPENSATION: The starting salary for this position is \$20.27 — \$23.31 per hour DOE. The excellent benefit package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) is optional. Positive corporate culture and commitment to a diverse workplace, plus more!

TO APPLY: Please send cover letter explaining how you meet qualifications, resume and complete application materials (available on our website @ www.kcha.org) to KCHA, Human Resources, Job #09-29, 600 Andover Park West, Seattle, WA 98188. **This position will close on November 2, 2009 at 4:30pm.**

For future opportunities please contact our job line at (206) 574-1103 or website at www.kcha.org. **EEO/AA/M/F/V/D.**