



GAVIN NEWSOM
Mayor
DAVID ASSMANN
Acting Director

SAN FRANCISCO DEPARTMENT OF THE ENVIRONMENT

5642 Senior Environmental Specialist- Energy Efficiency Specialty

DATE ISSUED: Wednesday, June 30, 2010

FILING DEADLINE: OPEN UNTIL FILLED

SALARY RANGE: \$75,452 - \$91,702

APPOINTMENT TYPE: Permanent-Exempt

PROGRAM BACKGROUND: The mission of the City and County of San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term environmental well-being. SF Environment includes Zero Waste, Toxics Reduction, Environmental Justice, Clean Air, Energy, Green Building and Public Information Programs.

Position Description: This position serves as a senior staff level position in the City and County of San Francisco Department of the Environment (www.sfenvironment.com). This is the advanced journey level in the series. Class 5642 Senior Environmental Specialists work under the supervision of Class 5644 Environmental Program Managers, meet weekly with Program Managers, and have day to day decision making responsibilities for projects as well as the ability to negotiate within project scopes. Positions in this class are assigned to six distinct specialties: This position is an Energy Specialty position. The City has received funds from the American Recovery and Reinvestment Act to implement residential energy efficiency programs in collaboration with other local governments in the Bay Area. This position acts under general supervision, performs a variety of duties related to the administration and implementation of this complex residential energy efficiency program, including initiating, implementing, monitoring, and evaluating the program.

Examples Of Important And Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

- Initiating, implementing, monitoring, and evaluating complex renewable energy programs in the private sectors of the City;
- Overseeing the work of subordinates to ensure that the energy projects are adhering to established timelines and prescribed policies and procedures;
- Determining the priority of subordinates' work assignments and coordinating the activities of subordinates to ensure maximum use of resources, time, and personnel;
- Providing resource information for research and energy planning projects;
- Preparing grant proposals, strategic plans and annual program budgets;
- Maintaining an overview of individual project expenditures and resources;
- Generating research studies, reports, contracts and other written materials;
- Monitoring projects and the work of contractors hired by the Department;
- Planning, conducting, and /or evaluating energy projects in order to ensure work is in compliance with program goals and timetables;
- Interacting with City departments and other government agencies to provide technical assistance, facilitate, and maximize the implementation of energy programs, codes, regulations, and procedures;
- Consulting with the private sector and government agencies regarding training, forums, and workshops for private sector energy professionals;

Department of the Environment, City and County of San Francisco

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- Monitoring and assisting with comments on regional, state, and federal policy
- Performing other related duties as required.

Supervision Exercised: May be assigned to supervise daily activity of staff and contractors, including Class 5640,5638, and interns.

Minimum Qualifications:

1. Possession of a baccalaureate degree from an accredited college or university, and five (5) years of professional experience managing and implementing environmental programs. Three (3) years of this experience managing and implementing energy programs; **OR**
2. Possession of a baccalaureate degree in public administration, business administration, environmental science or a closely related field from an accredited college, and four (4) years of professional experience managing and implementing environmental programs. Three (3) years of this experience managing and implementing energy programs; **OR**
3. Possession of a master's degree in public administration, business administration, environmental science or a closely related field from an accredited college of university, and two (2) years of professional experience managing and implementing energy programs; **AND**
4. Possession of a valid Driver's License

Desirable Qualifications:

1. Experience in the design, development and implementation of energy efficiency projects and programs particularly in the residential sector.
2. Experience working with diverse groups in the private and public sectors on energy projects or programs including building owners, managers, and operators.

Knowledge, Skills and Abilities:

Knowledge of: Energy efficiency technologies; the design, development and construction of energy efficiency projects; current trends and developments in technologies, the market and the industry; federal, state, and local renewable energy programs, laws, policies, and organizations.

Ability to: conduct research and analysis; utilize a personal computer, including word processing programs, spreadsheet, database and project management software; communicate effectively both orally and in written format; write proposals and reports; work with public, private, and government agencies; design, plan, and manage programs and budgets; motivate and manage personnel

Appointment Type: Permanent Exempt. Appointee serves at the pleasure of the appointing officer for the duration of the grant (no more than 3 years).

Application Procedure:

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit <http://www.jobaps.com/sf> to begin the application process by registering an account:



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- Click and select the desired job announcement;
- Click on “Apply” and read and acknowledge the information;
- Click on “I am a New User”; and
- Follow instructions given on the screen.

If you have any questions regarding this recruitment or application process, please contact Claudia Molina at 415-355-3748 or via email at Claudia.Molina@sfgov.org.

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness, 4th Floor, San Francisco, for use by the public. The hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Applications for this recruitment process will be accepted until the position is filled.

VERIFICATION:

All applicants may be required to submit verification of qualifying experience, education, training, license, etc. at any point in the application, examination or departmental selection process. A copy of a diploma or transcripts must be submitted to verify the education requirement when requested. Verification of experience, when requested, must be on the employer’s letterhead and must show the name of the applicant, job title(s), duties, dates of service and must be signed by the employer. City employment may be verified by submitting a performance evaluation in lieu of other verification. Failure to provide the required verification when requested may result in rejection of application and/or removal from eligibility for referral and appointment in this class. Verification may be waived if impossible to obtain. The applicant must submit a signed statement explaining why verification cannot be obtained. Waiver requests will not automatically be granted, but will be considered on a case-by-case basis.

Minorities, Women, and Persons with Disabilities are Encouraged to Apply

We Are an Equal Opportunity Employer