



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

**San Francisco Department of the Environment
9922 SAN FRANCISCO CARBON ACCOUNTING ASSOCIATE
ENERGY PROGRAM**

Appointment Type: Permanent-Exempt
Filing deadline: Wednesday, March 3, 2010
Salary: \$17.5625 per hour
Date Issued: Wednesday, February 24, 2010, 5 p.m.
Duration: 1 year, 1 year renewable

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 Energy, Recycling, Toxics Reduction and Integrated Pest Management, Environmental Justice, Clean Air Transportation, Climate Change, Green Building, Urban Forest and Public Information Programs. The Energy Program works with the Mayor's office, other City departments and the private sector to maximize the energy efficiency of businesses and residences, develop renewable energy resources in San Francisco, and reduce San Francisco's contribution to global climate change.

Position Description: The Associate will assist the Climate Action Coordinator in conducting the Departmental Climate Action Plans (DepCAPs) for the City and County of San Francisco. The Associate will provide general assistance to the Climate Action Coordinator, including:

- Managing relations with department Climate Liaisons
- Assisting Climate Liaisons in the production and implementation of their Climate Action Plan
- Assisting with data collection and entry
- Providing administrative support and performing other tasks as requested or required by the program.

Minimum Qualifications:

- Bachelor degree in a related field from a recognized college or university.
- Knowledge of environmental principles and issues
- Excellent public speaking and writing skills
- Possess a valid California's driver license.

Desirable Qualifications:

- Knowledge of data management or accounting background;
- Excellent project management, writing, researching, and organizational skills;
- Responsible, motivated, and able to work independently and in a team;
- Comfortable communicating with new people in person and over the phone
- Word processing, spreadsheet, database, and Internet proficiency.

Appointment Type: Permanent -Exempt -. Appointee serves at the pleasure of the appointing officer

Application Procedure:

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit <http://www.jobaps.com/sf/sup/BulPreview.asp?R1=pex&R2=9922&R3=056258> to begin the application process by registering an account.

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

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**