



GAVIN NEWSOM
Mayor
JARED BLUMENFELD
Director

San Francisco Department of the Environment 5638 Clean Air Environmental Assistant

Appointment Type: Permanent Exempt.
Position is conditional on Final Board Approval.
Filing deadline: Monday, January 18, 2010, 5 p.m.
Salary: Annually \$54,990 - \$66,846
Date Issued: January 11, 2010

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 Recycling, Toxics Reduction, Environmental Justice, Clean Air Transportation, Climate Change, Energy, Green Building, Urban Forest and Public Information Programs.

Position Description Under supervision, the 5638 Environmental Specialist will conduct outreach and marketing to San Francisco businesses and municipal workers, assist in tracking and reporting on progress of projects, and maintain and update Clean Air Transportation program website. Duties may include but are not limited to the following:

Departmental Climate Action Plan- Employee Commute Section

- Assist with an annual transportation survey
- Communicate with departmental liaisons
- Assist departments with creating a plan on how they will promote commuting programs to their employees.
- Attend and present at Climate Action Plan meetings

Municipal Outreach

- Present at bi-weekly New Employee Orientations
- Set up and conduct outreach efforts based on Departmental Climate Action Plans
- Present at Human Resource Group Meetings and Payroll User Group Meetings bi-annually
- Organize tabling outreach events at departments
- Send informational emails to departmental contacts

Commuter Benefits Contract with Third Party Administer (TPA)

- Work with TPA concerning elevated customer service issues
- Attend bi-weekly conference calls
- Coordinate communication between TPA and employees
- Coordinate communication between TPA and payroll department
- Serve as the main contact for the TPA



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Outreach Campaigns

- Coordinate material, logistics, the Transportation Demand Management (TDM) team, and volunteers for outreach campaigns
- Supervise municipal and commercial outreach campaigns

Delegated County

- Be the main contact for the 511 Rideshare Contract
- Attend 511 Rideshare meetings
- Organize and coordinate the TDM team's efforts in meeting grant goals
- Create quarterly reports

School Rideshare

- Work with SFUSD and other involved organizations to set up school rideshare program
- Coordinate and organize website contract
- Conduct outreach and promote the program to parents

Attend Stakeholder Meetings

- Represent the Clean Air Program/SFEnvironment at meetings regarding Transportation Demand Management

Keep Track of all Program Goals

- Make sure that the TDM team is meeting all municipal and commercial goals
- Work with the TDM team to meet these goals

Other duties as assigned.

Minimum Qualifications:

- Possession of a baccalaureate degree in public administration, business administration, environmental sciences, transportation management or a related field (within the specialty area) from an accredited college or university; AND one (1) year of full time equivalent experience performing duties described for this class.
- Must have valid California Driver's License

Desirable Qualifications:

- Excellent speaking, writing, researching, organizational and project management skills;
- Fluency in other languages used commonly in San Francisco
- Background and/or degree related to social and green marketing, market research, and marketing plans
- Responsible, motivated, and able to work independently and in a team;
- Word, Powerpoint, Excel, database, CRM tools, and internet proficiency, including webpage manipulation/input
- Experience calling on businesses, tabling at events, and conducting presentations.
- Familiarity with San Francisco, its communities and business sectors

Department of the Environment, City and County of San Francisco

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Appointment Type:

Permanent Exempt. Appointee serves at the pleasure of the appointing officer for a maximum duration of no more than three (3) years. **Position is conditional on Final Board Approval.**

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=5638&R3=056143> 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 Avenue, 4th Floor San Francisco CA 94103, for use by the public. The hours of operation are from 8:00a.m. to 5:00 p.m. Monday through Friday.

Applications for this recruitment process will be accepted from January 11, 2010 through 5 p.m. January 18, 2010.

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