



SF Environment

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GAVIN NEWSOM
Mayor

David Assmann
Acting Director

EMPLOYMENT OPPORTUNITY

TITLE: Director, Department of the Environment, 0962
APPOINTMENT TYPE: Permanent Exempt
APPLICATION DUE: February 5, 2010
SALARY: Range A: \$131,326 to \$167,596 Annually (Higher Ranges Offered Under Special Circumstances)

GENERAL RESPONSIBILITIES: Subject to the policies and priorities established by the Commission on the Environment, the Director serves as the administrative head of the Department of the Environment. The Director is responsible for developing and implementing the Department's environmental policies, goals, objectives, plans, practices and programs and working collaboratively with other City agencies to promote the Commission's mission. The Director will plan, organize, direct and review the work of Department personnel; oversee the Departmental budget, including raising funds for the Department; establish and maintain effective working relationships and build consensus with the Commission on the Environment, public officials, directors and staff of other City departments, civic organizations, and the general public; work with state and federal agencies on environmental issues; cultivate and work with outside funding sources; provide a bold strategic environmental vision for the department and the City; ensure that innovative environmental policies are implemented, both within the Department and elsewhere; communicate with the press, general public, government officials, and professional and technical persons; and coordinate select environmental programs and special projects.

DISTINGUISHING FEATURES: The incumbent in this position makes policy decisions of critical impact affecting the City and assumes ultimate responsibility for all programs and activities of the operating department. Position in this job code is exempt from Civil Service appointment (Charter Section 10.104). The incumbent in this job code serves at the pleasure of the Mayor.

SUPERVISION EXERCISED: The Director exercises functional supervision over Department of the Environment personnel.

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.

The Director's responsibilities and duties include: (1) Organizational management; (2) Financial management; (3) Program management; (4) Outreach and (5) Special Projects. Following are some examples of important and essential duties in each of these areas:

1. Organizational management
 - a. Supervises the administrative operations of the Department, including purchasing, payroll, and computer systems. Ensures maintenance of necessary records and reports.
 - b. Directs the development and timely implementation of departmental goals, policies, and strategic plans; manages the allocation of resources and service levels to meet client needs.
 - c. Hire, fire and supervise personnel of the Department. Implement a performance review system for the Department's personnel. Promotes skills development and advancement of Department personnel through in-house training and effective use of employee training programs.
 - d. Determines the organizational structure, staff assignments, service levels and administrative systems required to accomplish the department's mission in an effective and efficient manner.
2. Financial Management
 - a. Oversees financial long-term planning; directs the preparation and implementation of the department's annual budget; monitors expenditures to ensure adherence to the approved budget. Responsible for directing the departmental fundraising efforts, including cultivating and working effectively with outside funding sources.
3. Program management
 - a. Oversees the operation of all departmental functions, activities and programs; sets objectives and monitors the performance of subordinate staff engaged in defined activities.
 - b. Plans, directs, manages and oversees the different programs of the Department, including the Climate and Energy Program, the Zero Waste Program, the Toxics Reduction Program, the Clean Air Program, the Environmental Justice Program, the Urban Forest Program, the Green Building Program and Public Outreach.
4. Outreach, liaison and special projects
 - a. Appears before the Commission on the Environment, committees, the Board of Supervisors and other commissions, public agencies, organizations and community groups regarding departmental policies and programs. Represents the Department on interdepartmental committees and establish cooperative working relationships with other City departments and agencies.
 - b. Oversees development of the Department's web and other informational and educational materials that provide information on the Department's activities.
 - c. Expands the outreach program to promote relationships with community groups, environmental organizations, governmental agencies and businesses.



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- d. Directs outreach to media on environmental issues; in coordination with Mayor's Office serves as environmental spokesperson for the City, including participating in press conferences and responding to media inquiries
- e. Promotes the Department of the Environment to raise its visibility.
- f. Ensures the success of special projects, as assigned by the Board of Supervisors and the Mayor's office, or as established by the Commission on the Environment.
- g. Participates in the drafting or review of legislation on environmental matters, such as zero waste, toxics reduction, energy efficiency, renewable energy, green building, climate change and clean air.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: federal, state, and local rules and regulations pertaining to activities and programs of the Department of Environment; modern management and financial principles and practices; local government political systems; and functional expertise associated with the Department's mission.

Ability to: provide strong leadership skills; work effectively with the Mayor, the Mayor's Office and Board of Supervisors; provide a bold strategic vision; effectively influence others to implement environmental policies; direct deputy director and other subordinate staff engaged in diverse activities; exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized proposals with difficult, complicated choices of action; make recommendations and present them effectively to the Mayor, the Board of Supervisors, commissions, boards, committees, agencies, or the public; apply the principles and practices of public administration, financial and personnel management; clearly interpret all applicable laws, ordinances and codes; direct research, survey techniques and statistical methods; communicate effectively with, subordinates, other city employees, the general public, members of civic organizations or other agencies; and provide guidance to managers in a calm, effective manner during crisis situations.

Special Requirements: A thorough understanding of environmental and social justice issues and principles of sustainability; ability to raise outside funds; a proven track record; knowledge of San Francisco agencies and environmental issues; ability to exercise exceptional administrative ingenuity, independent analysis, adaptability and judgment on various complex issues; ability to work effectively within San Francisco's political structure and strong public speaking skills.

EXPERIENCE AND TRAINING:

Training: Possession of a baccalaureate degree. An advanced degree in public administration, business administration, accounting, biology, environmental sciences, or a related field is desirable; and

Experience: Ten (10) years of environmental experience performing duties similar to those described in this class; and

At least three (3) years of significant management responsibilities, including direct management oversight of an organization or division with at least 10 staff; and

Demonstrated experience working effectively with policy makers.

HOW TO APPLY:

Submit resume and cover letter outlining relevant skills by email to David.Assmann@sfgov.org no later than 5 pm on Friday February 5th, 2010.