



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

Job Announcement 1446 Executive Assistant to Director

Appointment Type: Temporary-Exempt

Filing deadline: Open Until Filled

Salary: \$22.45 – 27.2875 per hour

Date Issued: Wednesday, July 7, 2010

Duration: Approximately 3 months, no more than 1040 hours total.

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 Efficiency, Renewable Energy, Zero Waste, Toxics Reduction and Integrated Pest Management, Environmental Justice, Clean Air Transportation, Climate Change, Green Building, Urban Forest and Public Information Programs.

Position Description:

This position provides administrative and program support to the Director, including scheduling, information requests, database management, and miscellaneous special projects.

Minimum Qualifications:

1. Ability to type 40 net words per minute AND
2. Two (2) years of administrative experience OR:
3. Three (3) years of verifiable clerical experience comparable to a 1424 Clerk Typist.

Desirable Qualifications:

Requires ability to: plan, organize and complete work rapidly and efficiently; learn, interpret and apply administrative and departmental policies; exercise good judgment in making routine decisions in accordance with existing laws, ordinances, regulations and departmental policies and procedures; compose correspondence independently based on policy and guidelines; meet and deal tactfully with the public; maintain detailed files and records. Knowledge and experience working on environmental issues preferred. Requires:

- 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.

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393

Appointment Type: Temporary -Exempt -. Appointee serves at the pleasure of the appointing officer for no more than 1040 hours.

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=tex&R2=1446&R3=056578> 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. 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**