



GAVIN NEWSOM
Mayor
JARED BLUMENFELD
Director

5642 SENIOR ENVIRONMENTAL SPECIALIST

Appointment Type:

Renewable Energy Coordinator

Filing Deadline:

Salary: \$2,989-\$3,633 Biweekly; \$77,714 - \$94,458 Annual

Date Issued:

Position Description: Under general supervision, performs a variety of duties related to the administration and implementation of complex renewable energy programs in the private sectors of the City, including initiating, implementing, monitoring, and evaluating complex renewable energy programs in the private sectors of the City. This position serves as a senior staff level position in the City and County of San Francisco Department of the Environment (www.sfenvironment.org). 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.

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;
- 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, interns and trainees.



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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 construction of renewable energy projects and programs particularly solar water heating, photovoltaics, urban-appropriate wind energy and other renewable technologies.
2. Experience working with diverse groups in the private and public sectors on renewable energy projects or programs.

Knowledge, Skills and Abilities:

Knowledge of: Renewable energy technologies; the design, development and construction of renewable energy projects; current trends and developments in renewable 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.

Selection Process:

Screening: Applications will be screened for relevant qualifying experience. Not all applicants who meet the minimum qualifications will be interviewed.

Performance Exercise/Interview: Candidates may be required to demonstrate competence. Written, assessment type, or other performance based exercises may be used.

Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Applicants requesting accommodation should do so by calling 415-554-6390.

In compliance with the Immigration and Reform Act of 1985, all persons entering City and County employment will be required to prove their identity and authorization to work in the U.S.

Designated employees will be required to file Statements of Economic Interest.

Department of the Environment, City and County of San Francisco

Telephone: (415) 355-3700 • Fax: (415) 554-6393 • 11 Grove Street, San Francisco, CA 94102

Email: Environment@ci.sf.ca.us • www.sfenvironment.com



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Appointment Type:

Provisional. Provisional incumbents will be required to succeed in a Civil Service Examination process for this class in order to be considered for a permanent appointment.

Application Procedure:

Standard applications can be found on line at:

<https://www.jobaps.com/SF/newregpages/termsofuse.asp?RecruitNum1=REG&RecruitNum2=5642&RecruitNum3=055757>

Applications are also available at the Department of Human Resources, 44 Gough Street, San Francisco. **Fill out application and return with resume and required documents to Job 5642 Energy, Personnel Officer, 11 Grove Street, San Francisco, CA 94102. The final filing date is** Applicants must indicate the SPECIALITY AREA (Energy) they are applying for in the Specialty box on the front of the application form. Applications including all required verification of education and experience and request for waiver must be received or postmarked by December 23, 2005. Applicants are encouraged to keep a copy of all materials submitted. Applicants who have applied for another position with this department are required to submit a separate application package for this position, including the documents listed below. Failure to comply will result in rejection of the application. For questions contact Claudia Molina at 415-355-3748.

Verification Of Education And Experience:

The following documents must be submitted by.

1. A copy of transcript evidencing the required education.
 2. Verification of all qualifying experience. Letters of verification must be on employer's official letterhead and should include the name of the employee, job title(s), job duties, dates of employment, and must be signed by the employer.
- City employees who meet all the qualifications based solely on employment with the City and County of San Francisco do not need to provide verification of qualifying experience.
 - City employees who qualify based on a combination of City employment and outside employment do not need to provide verification of City employment, but MUST verify outside experience.
 - Non-City employees MUST verify all qualifying experience.

**Minorities, Women, and Persons With Disabilities are Encouraged to Apply
We are an Equal Opportunity Employer**