



SF Environment

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GAVIN NEWSOM

Mayor

David Assmann
Acting Director

San Francisco Department of the Environment 5638 Environmental Assistant

City Government Zero Waste Assistant

Appointment Type: Permanent-Exempt

Salary range: \$53,378-\$64,896 Annually

Filing Deadline: 7/15/2010

Date Issue: 6/24/2010

Position Description: Under general supervision, performs duties related to the development and implementation of San Francisco's zero waste policies and programs as they relate to City Government functions. Elements include waste reduction, recycling, composting and environmentally preferable purchasing pursuant to an established institutional framework. This is an assistant level position in the City and County of San Francisco's Department of the Environment (www.sfenvironment.com). A class 5638 City Government Zero Waste Assistant works under the supervision of a class 5642 City Government Zero Waste Coordinator and has 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 a Recycling specialty.

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 not intended to be an inclusive list.

- Works with City departments to implement new recycling and composting collection programs by conducting site visits, reviewing waste audits, calculating landfill diversion/disposal rates, identifying refuse cost savings, making recommendations, negotiating with service providers, installing containers and signage, overcoming obstacles and evaluating program effectiveness.
- Implements the Mandatory Recycling and Composting Ordinance, Resource Conservation Ordinance, Precautionary Purchasing Ordinance, Food Service Waste Reduction Ordinance and other initiatives for San Francisco City Government.
- Supervises the City Government Zero Waste Associate.
- Collaborates with the Coordinator to develop the outreach strategy for City Government. Outreach tasks include: conducting presentations about zero waste procedures to City staff, identifying zero waste partners, developing website content, educating Recycling Coordinators to serve as zero waste ambassadors in their departments, drafting directives and policy as needed.
- Works with the Office of Contract Administration to increase the purchase of products with recycled content by developing contract specifications, collecting purchasing records and teaching purchasers about requirements.
- Collaborates and negotiates with key city staff such as purchasers, building managers, custodial supervisors, and upper managers to gain buy-in, support and action on new zero waste programs.
- Recruits, trains, supports and develops the City department Recycling Coordinator program.
- Coordinates with service providers (Recology, ARC SF, and others) to ensure proper material collection.
- Provides administrative support and performs other tasks as requested or required.

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
Email: environment@sfgov.org • www.sfenvironment.com

 100% Post-Consumer Content

Minimum Qualifications:

- Possession of a baccalaureate degree in public administration, business administration, environmental sciences, or a related field from an accredited college or university; AND one (1) year of full-time equivalent experience performing duties described for this class.

Desirable Qualifications:

- Skilled in staff and project management.
- Experience administering legislation or best practices within a large organization.
- Knowledge of zero waste principles and application.
- Knowledge of local, state and federal solid waste legislation.
- Understanding of City and County of San Francisco operations and structure.
- Ability to communicate effectively in writing and orally, including making presentations.
- Experience managing multiple, simultaneous projects.
- Ability to design, plan and implement programs.
- Ability to conduct research and analysis.
- Strong computer skills including ability to effectively use Microsoft Excel, Word and PowerPoint.
- Fluency in Cantonese, Spanish or language commonly spoken in San Francisco besides English.

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 415-355-3748.

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.

Appointment Type: Permanent Exempt. Appointee serves at the pleasure of the appointing officer for a maximum duration of no more than three (3) years.

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=056527> 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”; and
- 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 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.

Applications for this recruitment process will be accepted until 5 p.m. July 15, 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**