



GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

SAN FRANCISCO DEPARTMENT OF THE ENVIRONMENT

5644 Principal Environmental Specialist – Clean Air (Electric Vehicle)

DATE ISSUED: Wednesday, July 7, 2010

FILING DEADLINE: OPEN UNTIL FILLED

SALARY RANGE: \$86,138 - \$104,728/year

APPOINTMENT TYPE: Permanent-Exempt

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 Zero Waste, Toxics Reduction, Environmental Justice, Clean Air, Energy, Urban Forest, Green Building and Public Information Programs.

Position Description: This position serves as a program manager level position in the City and County of San Francisco Department of the Environment (www.sfenvironment.com). Class 5644 Environmental Program Managers work under the supervision of class 0952 Deputy Director or 0962 Director position, coordinate a major program area., including supervising program staff and contractors; planning, organizing, directing, implementing and reviewing programs; and developing and managing budgets. This position manages San Francisco's electric vehicle infrastructure project. Positions in this class are assigned to six distinct specialties: This position is a Clean Air Specialty position. This position acts under general supervision, performs a variety of duties related to the administration and implementation of this complex program, including initiating, implementing, monitoring, and evaluating the program.

Supervision Exercised: Responsible for direct supervision of program staff, including hiring and performance reviews.

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, managing, and evaluating complex electric vehicle infrastructure and other clean air programs;
- Manages and implements ordinances as required;
- Hires, trains, and supervises staff;
- Plans, supervises and implement Clean Air projects, with a primary focus on establishing an electric vehicle charging infrastructure for San Francisco coordinated with the Bay Area EV Corridor;
- Represents City at public forums, including those at the federal, state, and local level..
- Preparing grant proposals, strategic plans and annual program budgets;
- Monitoring projects and the work of contractors hired by the Department;
- Consulting with the private sector and government agencies regarding electric vehicle and other Clean Air programs, including the City's interdepartmental EV task force;
- Preparing and assisting with comments on regional, state, and federal policy
- Performing other duties as required.

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@sfgov.org • www.sfenvironment.org



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Supervision Exercised: May be assigned to supervise daily activity of staff and contractors, including Class 5642, 5640, 5638, and interns.

Minimum Qualifications:

Training: Possession of a baccalaureate degree in public administration, business administration, environmental sciences, or a related field (within the specialty area) from an accredited college or university;
AND

Experience: Five (5) years of experience performing duties similar to those described in this class, within the area of Clean Air.

Knowledge, Skills and Abilities:

Knowledge of: Transportation principles, methods, and programs; federal, state, and local environmental laws and regulations; governmental structure and operations; clean air programs and projects; government procurement and contract management.

Ability to: Manage complex program area; design, plan, and work with budgets; motivate and manage personnel; communicate effectively both orally and in written format; raise funds and write grants; conduct research and analysis; work with public, private, and government agencies; utilize a personal computer, including word processing programs and spreadsheet software.

Desirable Qualifications:

1. Extensive experience in the design, development and implementation of alternative fuel projects and programs.
2. Experience working with diverse stakeholders in the private and public sectors on clean air projects.

Appointment Type: Permanent Exempt. Appointee serves at the pleasure of the appointing officer for the duration of the grant (no more than 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=5644&R3=056579> 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.

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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.

Applications for this recruitment process will be accepted until the position is filled.

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