



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

DAVID ASSMAN
Acting Director

**San Francisco Department of the Environment
9920 Environmental Aide
Outreach—School Program**

Appointment Type: Temporary-Exempt

Filing deadline: 5pm, Monday, July 12, 2010

Start date: Monday, August 30, 2010

Salary: \$16.05 per hour

**Duration: 9 months—no more than 1040 hours total with mandatory, unpaid break: 11/22/10-11/28/10;
12/13/10-1/2/11; 3/28/11-4/3/11**

Date Issued: June 16, 2010.

**IF SELECTED, YOU WILL BE INVITED TO A JOB INTERVIEW IN PERSON AT OUR OFFICES
JULY 20-21, 2010**

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 Recycling, Toxics Reduction, Environmental Justice, Clean Air Transportation, Climate Change, Energy, Green Building and Public Information Programs.

For more information on the School Program, visit <http://www.SFEnvironmentKids.org>

Position Description: The Environmental Aide will assist School Program Managers and professional staff in performing professional level work such as the following:

- ◆ Make classroom presentations to public and private schools in S.F
- ◆ Assist with giving assemblies to public and private schools in S.F
- ◆ Wear a mascot costume as needed during assemblies
- ◆ Visit schools to support program success and conduct waste assessments
- ◆ Perform administrative support and other duties and tasks as required by the School Program
- ◆ Maintain resource library and school database
- ◆ Respond to school inquiries
- ◆ Assist with updating directories, website, and other program publications
- ◆ Assist in coordinating special events and presentations
- ◆ Follow City Department procedures, such as conserving and following the 4 R's in the office

Minimum Qualifications:

- Experience working with children and youth;
- Excellent speaking, writing and organizational skills;
- Be available to work a 32-hour week, Monday-Thursday with occasional flexibility in hours/days.
- Be available to occasionally work early mornings (starting around 7:30am) sometimes 1x a week.
- Knowledge of environmental principles and issues;
- Responsible, motivated, professional and able to work independently and in a team;
- Word processing, spreadsheet, database and internet proficiency; and
- Possess a valid California driver's license.

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

Desirable Qualifications:

- Experienced public speaker or have theatrical experience
- Familiarity with San Francisco; and
- Fluency in a second language used commonly in San Francisco.

Notes:

This is a part-time position with very limited benefits.

This applicant pool will be used to fill any vacancies that may occur for this job in the next six months.

Appointment Type:

Temporary Exempt. Appointee serves at the pleasure of the appointing officer for a maximum duration of no more than ten months (up until June 30th, 2009) or a total of 1040 hours.

NOTE: This job takes three mandatory, unpaid breaks from 11/22/10 - 11/28/10; 12/13/10-1/2/11; 3/28/11-4/3/11

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=9920&R3=056498> 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, for use by the public. The hours of operation are from 8:00a.m. to 5:00 p.m. Monday through Friday.

Applications for this recruitment process will be accepted from Wednesday, June 16, 2010 through 5pm Monday, July 12, 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**