



CITY OF SANTA CLARA
invites applications for the position of:

Assistant to the City Manager (Sustainability)

SALARY: \$84.50 - \$109.34 Hourly
\$14,646.00 - \$18,953.00 Monthly
\$175,752.00 - \$227,436.00 Annually

OPENING DATE: 09/16/19

CLOSING DATE: 10/04/19 04:00 PM

EXAM WEIGHT: 100% Oral

TENTATIVE EXAM INFORMATION: Panel Interviews- Wk. of Oct. 28, 2019 (Unclassified Recruitment)

DESCRIPTION:

Preferred Filing Date: 4:00 p.m. on Friday, October 4, 2019

To receive first consideration in the screening process:

Submit a completed resume packet by the preferred filing date:

Resume packets should include 1) Current resume, 2) Letter of Interest and Intent and 3) Supplemental questions. Submit resume packet by using the "Apply now" feature from the job announcement at www.santaclaraca.gov To view the full job specification [click here](#).

This is a senior staff position in the unclassified service responsible for managing complex studies and projects of a citywide nature often involving representation of the City Manager's Office.

This position will serve as the City's Sustainability Officer responsible for developing and implementing programs, policies and projects to ensure the city's environmental sustainability goals. This includes direct oversight of the City's Climate Action Plan (CAP) to ensure current goals are realized and/or update as needed, working with Silicon Valley Power to evaluate energy efficient programs, and working with Water and Sewer Utilities Department to focus on having a sustainable water supply. The Sustainability Officer will also coordinate with the Public Works and Community Development Departments regarding the use of sustainable materials, reducing waste, addressing new building requirements and monitoring the Transportation Demand Management program.

Experience in sustainability strategy and leadership and knowledge of policies, technical principles, practices, programs, regulations and current trends related to green building energy efficiency, climate change, sustainable food, renewable energy resources, air quality, and/or urban and environmental planning are desirable qualifications.

Meeting the minimum qualifications does not guarantee admittance into the panel interview. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to interview.

As a member of the City's unclassified service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES:

Duties may include, but are not limited to, the following:

Under general direction:

- Prepare a variety of reports summarizing project, study, and program data, analyze related data and make recommendations based on findings;
- Serve as a project lead and provides direction to assigned staff;
- Manage, train and evaluate staff and develop processes designed to support a continuous learning assignment;
- Resolve complex customer service issues;
- Develop, implement, interpret, and ensure compliance with rules and regulations, laws and codes, policies and procedures;
- Assist in the development and implementation of citywide goals, objectives, policies, priorities and procedures;
- Develop citywide policies;
- Provide staff support to Council committees and serve as a liaison between the City Manager's Office, the Council, and the community;
- Represent the City Manager at board and commission meetings, as well as at community meetings and events;
- Prepare and edit written and oral reports for management, boards and commissions, and City Council with a high degree of technical expertise;
- Perform project and policy analysis, which includes: conducting research; determining and raising pertinent issues; summarizing findings; presenting results and administering programs;
- Prepare drafts and/or review ordinances, resolutions, administrative policies, contracts, and other documents;
- Coordinate preparation of grants and/or contracts;
- Monitor Federal and State legislation for impacts on City functions and business and coordinate City response;
- Attend meetings of the City Council, boards and commissions, and other public meetings; and
- Perform other work as assigned.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or a closely related field; and
- Five (5) years of increasingly responsible professional level experience performing policy and/or program analysis, including two years of experience in a management level position with a public agency.

Desirable Qualifications:

- A Master's degree in Public or Business Administration, or a closely related field is desirable.
- Experience in administration of tourism districts and facilities, as well as contract oversight and records management are desirable
- Strong analytical and writing skills are desirable

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Prior to hire, candidates will be required to successfully pass a pre-employment background check, which may include employment verification, a DMV record check, credit check, a criminal history check, and Department of Justice (DOJ) fingerprinting. Any information obtained will be used to determine eligibility for employment in accordance with the law. A conviction history will not necessarily disqualify an applicant from appointment, however, failure to disclose a conviction when required will result in disqualification from the recruitment process.
- A medical examination will be required prior to appointment
- May be required to work off and unusual hours
- Must be able to perform all of the essential functions of the job.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of government organizations, powers and limitations of governmental functions, organizational management and supervision;
- Research methods, including statistics;
- Organization and operating procedures of a municipal city manager's office;
- Federal, State, local and regional grant processes, procedures and timelines;
- Computer software programs such as Microsoft Word, Excel, permitting software and Geographic Information System (GIS); and
- Office safety practices, procedures and standards.

Ability to:

- Communicate logically and clearly, both orally and in writing;
- Prepare and present highly technical and complex written and oral reports to City Council, boards and commissions, Citizens and City Staff;
- Exercise independent judgment and initiative with minimal supervision;
- Effectively manage, organize, train and supervise assigned staff;
- Build credibility, trust and strong working relationships with internal and external stakeholders by working cooperatively and collaboratively;
- Work in a team-based environment and achieve common goals;
- Handle stressful or sensitive situations with tact and diplomacy;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Manage, organize and conduct planning research studies and reports;
- Draw logical and perceptive conclusions from factual data;
- Define alternative actions and creative solutions;
- Effectively handle multiple priorities, organize workload and meet strict deadlines; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santaclaraca.gov>

Position #78-19-028U
ASSISTANT TO THE CITY MANAGER (SUSTAINABILITY)
AL

1500 Warburton Ave.
Santa Clara, CA 95050
408-615-2080
Fax: 408-985-0667

humanresources@santaclaraca.gov

Equal Opportunity Employer

Assistant to the City Manager (Sustainability) Supplemental Questionnaire

1. Select the best option that describes how you meet the minimum qualifications:
 - ☐ a. I possess a Bachelor's degree from an accredited college or university in Public or Business Administration (or a closely related field) AND five years of increasingly responsible professional level experience performing policy and/or program analysis, including two years of experience in a management level position with a public agency.
 - ☐ b. I possess a Master's degree from an accredited college or university in Public or Business Administration (or a closely related field) AND five (5) years of increasingly responsible professional level experience performing policy and/or program analysis, including two years of experience in a management level position with a public agency.
 - ☐ c. I do not meet the minimum qualifications
2. Describe your professional level experience performing policy and/or program analysis. Include your experience in a management level position with a public agency. Please include where you obtained this experience and how long you performed the duties.
3. Do you have experience in developing sustainability strategies and leadership?
☐ Yes ☐ No
4. Describe your experience in developing sustainability strategies and a key leadership initiative in which you have administered.
5. Select all that apply. Are you knowledgeable of policies, technical principles, practices, programs, regulations and current trends related to:
 - ☐ a. Green building
 - ☐ b. Energy efficiency
 - ☐ c. Climate change
 - ☐ d. Sustainable food
 - ☐ e. Renewable energy resources
 - ☐ f. Air quality
 - ☐ g. Urban and environmental planning
 - ☐ h. None of the above
6. If you selected any items from Question 5, please describe your specific knowledge pertaining to that area, and how you have applied technical knowledge to implement a policy or program and/or follow regulations for your agency.