



We invite applications for the position of:
PROGRAM ASSISTANT (SOLID WASTE)

\$67,944 to \$82,605 Annually

*This is a 1-Year Limited Period Assignment

Why Consider Working for the City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. At the City of Mountain View, you will work alongside a team of dedicated, creative and highly motivated professionals, who contribute their talents and commitment in providing essential public services to our residents and businesses on a daily basis.

About This Role

Here is an exciting opportunity for a **highly qualified** individual to join a **superb** organization and make valuable contributions and support essential public services as a Program Assistant in the Recycling and Zero Waste Section of the Public Works Department. We are seeking a **highly motivated, organized, multitasking, people-oriented, environmentally conscious** individual who will thrive in a **team-oriented, results-driven, and fast-paced environment**. This position provides a combination of complex administrative support with community collaboration through exceptional communication and service while focusing on attention to detail and accuracy. The detailed job description for Program Assistant is available on the City's website [here](#).

What You Bring

- Three years of paraprofessional work or four years of increasingly responsible administrative clerical experience requiring knowledge of administrative and programmatic processes.
- Equivalent to the completion of the 12th grade supplemented with college course work in business or office management.

Bonus Points

- Prior administrative or paraprofessional experience (such as collecting and processing data) in recycling, solid waste or other public services.
- Experience in the administration of a private or public recycling and solid waste program.
- Knowledge of regulations, ordinances and laws affecting recycling and solid waste.

Who You Are

- A **resourceful**, quick learner who welcomes challenges and thrives in a fast-paced, team-oriented environment.
- You are **proficient** with Microsoft office tools (Word, Excel, Access and Outlook).
- A skilled and diligent professional who has confidence providing high quality administrative support.
- You are able to **prioritize** workflow, **multi-task**, and **maintain efficiency** to meet tight deadlines while paying close attention to detail and accuracy.
- Have a thorough understanding of public works and services as they relate to recycling and solid waste.
- An **excellent communicator** who knows how to collaborate with others.
- You are an organized professional who enjoys developing and using tracking systems to monitor your own work progress.

What You'll Do

- Perform complex and responsible paraprofessional administrative work.
- Establish and maintain systems and procedures to coordinate, monitor, and report on the program status to which assigned.
- Within established guidelines, interpret various department rules, policies, and procedures of assigned program.
- Process Construction Waste Permits and provide permit filing assistance to contractors and developers.
- Review development plans for consistency with solid waste ordinances, guidelines and requirements.
- Assist the general public seeking information related to solid waste programs and services.

What We Offer

- Comprehensive benefits package* including generous paid leave and group health coverage.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Opportunity to utilize \$2,000* in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000* for the completion of a work related bachelor's or master's degree.
- Wellness culture including access to the employee gym and incentive pay* for participating in the City's wellness program.
- Employee appreciation days and activities.

Are You Ready? Apply.

Submit your application, supplemental questionnaire, and resume online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. This recruitment will end either on **Thursday, May 30, 2019, at 5:00 p.m.** or **after 50 applications** have been received, whichever occurs first. Qualified candidates are encouraged to apply early!

Interview Process

The most appropriately qualified candidates will be invited to an oral board interview (weighted 100%), which is tentatively scheduled for **June 14, 2019**. Select candidates who pass the oral board interview may be invited to interview with the Public Works Department staff for a more in-depth discussion regarding the position. Depending on the number of applicants this process may be altered.

Fine Print.

*The City requested the continuation of this limited-period position in the 2019-2020 Fiscal Year Budget, which is pending Council approval at a Council meeting anticipated to take place on June 18, 2019. Upon approval, this limited-period position would be funded July 1, 2019 through June 30, 2020 with potential for renewal on a year to year basis with Council approval. This is an at-will position and, as such, can be released at any time without notice and for any reason.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

CITY OF MOUNTAIN VIEW
PROGRAM ASSISTANT
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. What type of computer software programs are you familiar with? Please state your skill level for each program in your answer (i.e. beginner, intermediate, or advanced).
2. Do you have the required completed college course work in business or office management? If so, please specify which courses you have taken.
3. Please briefly describe your professional experience working in, or closely with, recycling and solid waste programs. If you have no experience, please write "n/a".