DEADLINE TO APPLY
August 11, 2014 @ 5:00 PM
Candidates are encouraged to apply online at: www.hayward-ca.gov or www.calopps.org. Paper applications can be obtained by visiting the Human Resources Department at City Hall.

COMPENSATION
Monthly Salary $5,356 - $6,509
Plus excellent benefits package: See the 2014 Benefit Summary on the City’s Human Resources webpage for more details. In compliance with AB 340, CalPERS retirement formula is either 2% at age 62, or 2.5% at age 55, depending on the individual’s eligibility.

THE POSITION
The Sustainability Technician performs a variety of technical and responsible administrative support to Hayward’s Utilities and Environmental Services Department. This position performs a variety of duties to research, collect and analyze data, prepare draft reports, track and report operational statistics, and provide technical assistance to management.

THE DEPARTMENT
The core mission of Hayward’s Utilities and Environmental Services Department is to provide water, wastewater, and solid waste/recycling services to Hayward residents and businesses and to implement the City’s Climate Action Plan. The Department plays a central role in meeting the City’s goal of becoming a more environmentally sustainable community through water and energy use efficiency, renewable energy sources, and reducing greenhouse gas emissions.

DUTIES INCLUDE
- Review, verify and process documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.
- Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.
- Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.
- Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.
- Develop and implement assigned public outreach events and activities.
- Assist with implementation of community programs, including preparation of reports, outreach materials and program records.
- Coordinate, compile and draft City Council and Council committees, and boards and commissions communications, as assigned, including reports, presentation materials, agendas and meeting minutes.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Independently respond to letters, e-mail and general correspondence based on areas of assignment.

A complete job description and list of duties is available at www.hayward-ca.gov.
MINIMUM QUALIFICATIONS

Any combination of equivalent experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities are:

EXPERIENCE

At least three (3) years of responsible technical experience or administrative support preferably in the area of Environmental Services, Public Works, Public Administration or other related field. One year of lead supervisory experience is highly desirable.

EDUCATION

Equivalent to an Associate’s Degree from an accredited college or university with major coursework in public administration, business administration, accounting, biology or a related field. A Bachelor’s Degree is highly desirable.

LICENSES AND CERTIFICATES

Possession and maintenance of a valid California driver’s license (or ability to obtain by date of hire).

SUPPLEMENTAL QUESTIONS

Completion of this Supplemental Questionnaire is required for your application. Your responses to the Supplemental Questionnaire will be used as part of the examination process. Insufficient or non-responsive answers to the Supplemental Questionnaire may result in disqualification from the recruitment process. Responses should be limited to one page per question and sufficiently detailed to assist in evaluating your qualifications for this position. Writing ‘see resume’ or ‘N/A’ is not a sufficient response.

1. Provide a brief overview of your experience with sustainability programs, such as energy and water conservation, recycling, pollution prevention, and greenhouse gas reduction.

2. Describe your experience and specific role in implementing a sustainability program in recycling, energy efficiency, water conservation, or other related field.

3. Describe your experience in conducting public or business outreach, and provide an example.

4. Describe the type of reports, both written and analytical, that you have prepared, or to which you have contributed.

5. Discuss your proficiency with computer programs, such as Excel, PowerPoint, Access, One Note, and other standard applications. Be specific in how you have used these programs.

6. Describe your ability and experience in managing projects independently and cite specific examples.