Company: San Francisco Dept. of the Environment - Toxics Reduction Program
Job Title: Environmental Specialist

Description: San Francisco Department of the Environment
5638 Environmental Assistant
Toxics Reduction Program

Appointment Type: Full time, Provisional.
Filing deadline: Friday, September 14, 2007.
Salary: $ 25.48 - $30.98 per hour; $ 52,988 - $64,428 annually
Date Issued: August 30, 2007

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, Urban Forest and Public Information Programs.

Position Description: The Municipal Toxics Reduction Specialist focuses on a range of innovative programs aimed at implementing the Precautionary Principle and reducing toxic hazards in San Francisco’s municipal operations. These programs include the Environmentally Preferable Purchasing (EPP) Program, Integrated Pest Management Program (IPM), and outreach/education for the municipal Toxics Disposal Program. The candidate will work closely with the City Toxics Reduction Coordinator and in collaboration with the SFE’s Recycling, Green Building, and other staff, to ensure that these programs remain bold, effective, and scientifically rigorous. Approximately two-thirds of program work will be devoted to EPP, so experience in this field is especially desirable.

Specific work duties may include but are not limited to the following:

- Working with consultants to research and develop technical specifications for City purchasers
- Working with other City departments to collect, analyze, and report on pesticide use and EPP product purchases
- Organizing and facilitating various stakeholder processes related to the Precautionary Principle.
- Making presentations to local or national audiences
- Organizing conferences, workshops and trainings
- Working collaboratively with various regional and national purchasing and IPM efforts
- Supervising interns
- Assembling outreach materials for IPM and EPP
- Maintaining pesticide use and EPP databases
- Developing and maintaining contacts with key staff in City department.
- Responding to citizen inquiries.

Minimum Qualifications: 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 one (1) year of full time equivalent experience performing duties described for this class, within the area of Toxics Reduction. Must have valid California Driver’s License.

Desirable Qualifications:

- Strong interest in working on the cutting edge of environmental policy and implementation
- Masters Degree in a related field
- Excellent people, organizational, and writing skills
- Demonstrated ability to work with a high level of autonomy.
- Specific experience with environmentally preferable purchasing, integrated pest management, chemical engineering, or environmental toxicology.
- Proficiency with Microsoft Word, Excel, and relational databases

Appointment Type: Provisional. Provisional incumbents must successfully participate in the next civil service examination for this position in order to be considered for permanent appointment.

Application Procedure: Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to begin the application process by registering an account.
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. Applications for this recruitment process will be accepted from Thursday, August 30, 2007 through Friday, September 14, 2007.