

**Senior Sustainability Specialist - Livable Communities (Open and Promotional)****\$7,901 - \$9,877 /Month****FINAL DATE FOR FILING:** August 15, 2019.**THE POSITION**

Are you passionate about sustainability and environmental issues, leading a team of enthusiastic professionals, and especially being part of the changing ways in which local governments can develop and implement programs to address these issues and serve the San Mateo County community? Do you have a knack for identifying and working with the right people in organizations to effect change?

The County of San Mateo's Office of Sustainability is seeking qualified candidates for the position of **Senior Sustainability Specialist** for the Livable Communities working group to focus on active and alternative transportation and housing. We want "sustainability champions" to lead initiatives and support department staff in empowering our departments, employees, and our community members to take meaningful actions on sustainability.

The San Mateo County Office of Sustainability (OOS) has four working groups: Waste Reduction, Energy and Water, Livable Communities, and Climate Change. Each working group has a Senior Sustainability Specialist to support all the staff, programs, and projects of each of these work groups. To learn more about each of the OOS workgroups, please see: <https://www.smcsustainability.org/>

As a Senior Sustainability Specialist for Livable Communities, you will:

- Provide staff direction, training, assignment and review of work completed, lead complex projects, and leverage grant opportunities.
- Serve as technical expert, researching, analyzing, and interpreting complex technical data.
- Participate in goal and strategy development and develop procedures and policies for new and existing programs.
- Identify and implement equity and social justice opportunities at work and in the community.
- Identify and coordinate collaboration opportunities across program areas.
- Provide input on staff selection, and evaluation of opportunities to enhance engagement.
- Assist the Program Manager with program planning, budget development, and goal setting.

The **IDEAL CANDIDATE** will have the skills necessary to:

- Provide leadership and promote teamwork while planning, directing, and coordinating staff activities.
- Define difficult problem areas, research them and provide valid alternatives and recommendations.
- Integrate equity, race, and social justice in both internal and external initiatives.
- Represent the work group and the department on boards, committees, and in community groups.
- Speak effectively, make public presentations, conduct outreach, training and/or public education as necessary.
- Be comfortable in a fast-paced, people-focused environment.
- Prepare and edit comprehensive reports, letters, and other written materials.
- Effectively frame and communicate complex concepts for different audiences, orally and in writing.
- Track changes in and compliance with existing contracts, grants, laws, codes, and rules.

At this time, we will be hiring for one permanent Senior Sustainability Specialist position for the Office of Sustainability Livable Communities working group. A competitive benefits package is associated with this position. For complete information regarding benefits please click [here](#).

The Senior Sustainability Specialist for the Livable Community working group will be tasked with the following initiatives:

- Empower people to walk, bike, carpool or take transit rather than drive alone.
- Promote housing and transportation policies and programs that encourages walkable and sustainable communities.
- Track transportation policies, programs and activities at the state, regional and local levels.
- Empower County employees and community members to use resources more efficiently regarding active and alternative transportation.
- Research creative solutions for our community that address the housing-transportation nexus.

The Senior Sustainability Specialist will manage a variety of active transportation programs focused on public outreach and education as well as policy development. The Senior Sustainability Specialist will enhance coordination of the active transportation program by organizing events, conducting outreach, supporting a variety of ongoing projects and will assist in the implementation and marketing of the Commute Alternatives Program (CAP) to County employees.

The Senior Sustainability Specialist will oversee the implementation of various active transportation Caltrans grants. The first grant is to develop a Bicycling and Pedestrian Master

plan for unincorporated San Mateo County. The second grant is to assist the San Mateo County Office of Education in developing Safe Routes to Schools curriculum for schools to use throughout the County. The Senior Sustainability Specialist will manage various tasks outlined in the grant, provide technical and administrative support, and ensure that protocols and reporting requirements are met.

Toward these initiatives assigned to the Senior Sustainability Specialist position, the selected candidate will enhance multi-departmental coordination for transportation and housing initiatives throughout the county and the cities of San Mateo County. This will occur particularly through the Home for All San Mateo County Initiative, a community collaborative aimed at promoting innovative housing and transportation solutions to produce housing at all income levels.

In brief, the Senior Sustainability Specialist:

- Is a full-time member of the Office of Sustainability and reports directly to the Livable Communities Program Manager; and
- Will work in effective collaboration with County and city officials, community stakeholders, multiple county departments, and local jurisdictions

In addition, the **ideal candidate** will possess:

- Knowledge of active and alternative transportation, affordable housing, commute alternatives, and community engagement.
- Ability to track and monitor developments in pertinent state mandates, laws, codes, rules, and regulations related to housing and transportation.
- Experience preparing written materials such as narratives or Board reports, technical charts, strategic plans, and publications.
- Experience developing, implementing, monitoring, and evaluating comprehensive outreach, website, surveys, consultant contracts, public education, training, and media activities.
- Skills in developing rapport, training staff, and enhancing engagement of the Livable Communities working group.
- Skills in integrating race, equity, and social justice into housing and transportation programs.
- Knowledge of principles and practices of program planning, implementation, and evaluation.
- Knowledge of pertinent federal, state and local laws, codes and regulations related to any of the program area.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Resource conservation management, including its scientific background, technology, principles, methods, research techniques and problems.
- Pertinent laws, regulations and codes governing resource conservation.

- Principles and practices of contract management.
- Government agencies, community organizations and other stakeholders as they relate to resource conservation.
- Principles, practices and trends in multiple areas of resource conservation.
- Technical information in multiple areas such as active transportation, affordable housing, commute alternatives, and community engagement.

Skill/Ability to:

- Provide leadership and promote teamwork.
- Plan, assign, direct and review the work of others.
- Train others in departmental and program specific policies and procedures.
- Plan, direct and coordinate resource conservation and sustainability programs, its staff and activities.
- Interpret laws, regulations and data.
- Define difficult problem areas, research and analyze complex data and make valid alternatives and recommendations.
- Plan, implement, coordinate and evaluate multiple complex functions and assignments.
- Serve as subject matter expert in multiple areas of resource conservation.
- Track and monitor compliance with pertinent mandates, laws, codes, rules, regulations and agreements.
- Serve as representative on various boards, committees and community groups.
- Speak effectively and make public presentations, conduct outreach, training and/or public education as necessary.
- Prepare comprehensive reports, letters and other written materials.
- Establish and maintain effective working relations with variety of individuals at all levels including those from government, business, private and non-profit agencies, community groups and the public.
- Integrate race and social justice considerations into work duties.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is three years of program coordination experience in the field of sustainability and/or resource conservation.

APPLICATION/EXAMINATION

Open & Promotional. Anyone may apply. Current employees of the County of San Mateo and the Superior Court of California California in the County of San Mateo with at least six months (1040 hours) of continuous service in a classified regular, probationary, SEIU or AFSCME represented extra-help, term position prior to the final filing date will receive five points added to their final passing score on this examination.

Applications for this position will only be accepted online. If you are currently on the County's website, you may click on the **"Apply"** button. If you are not on the County's

website, please go to <https://jobs.smcgov.org> to apply. *A supplemental application form must be submitted in addition to the standard County employment application form. A resume will not be accepted as a substitute for the required application materials.* **Online applications must be received by the Human Resources Department before midnight on the final filing date.**

The examination process will consist of an application screening based on the candidates' application and responses to the supplemental questions. Candidates who pass the application screening may be invited to a panel interview (weight: 100%). Depending on the number of applicants, an application appraisal of education and experience may be used in place of other examinations or further evaluation of work experience may be conducted to group applicants by level of qualification. *All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination.* All examinations will be given in San Mateo County, California and applicants must participate at their own expense.

TENTATIVE RECRUITMENT SCHEDULE:

Application Deadline: August 15, 2019

Application Screening: August 19, 2019

Civil Service Panel Interviews: September 4, 2019 and/or September 5, 2019

The County of San Mateo is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer.

HR Analyst: Arlene Cahill (07292019) (Senior Sustainability Specialist - J080)

Job Number: J080-02

**Senior Sustainability Specialist - Livable Communities (Open and Promotional)
Supplemental Questionnaire**

- * 1. IMPORTANT: Applicants for this position are required to submit responses to the following supplemental questions. Your responses will give us additional information about your background and experience related to this position and will be used in the selection process. Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses.
☐ I have read and understood this important information.
- * 2. Explain how your education and/or experience qualify you for the position of Senior Sustainability Specialist. Be specific about what makes you a good fit for this position, and how your experience applies to the position.

- * 3. Explain your perspective on the role of local government in promoting sustainability.
- * 4. Describe a work-related experience that demonstrates your ability to use good judgment and keen political astuteness.
- * 5. Describe your experiences leading a team.
- * Required Question

San Mateo County is an Equal Opportunity Employer