



CITY HALL  
10300 TORRE AVENUE  
CUPERTINO, CA 95014  
(408) 777-3200

The City of Cupertino Invites Applications for the Position of

## **Sustainability Program Coordinator – Limited-Term**

**Salary: \$75,472.59 - \$91,737.57 annually  
+ CalPERS Retirement**

**Final Filing Date: Tuesday, November 29, 2016 at 5:00 p.m.  
Supplemental Application Required**

### **The Position**

The City of Cupertino is currently recruiting for a **Limited-Term Sustainability Program Coordinator** (Environmental Programs Assistant). **Appointment to this position is limited and will end no later than 1 year from the date of appointment.** Under the direction of the Sustainability Manager, this position will assist to plan, organize and coordinate the implementation and reporting of measures and policies defined within the City's Climate Action Plan and General Plan Sustainability Element. This position will assist to assess and measure the City's progress on reaching its greenhouse gas reduction goals of 15% below 2010 levels by the year 2020, and collect data to conduct a greenhouse gas inventory.

This position requires a multi-faceted, energetic self-starter with excellent communication and diplomacy skills to drive sustainability projects forward and to accelerate the City's leadership in the sustainability field. Experience working for or with a government agency; the ability to work autonomously as well as closely and compatibly with several team members; an awareness and appreciation of the cultural diversity of the community; the organizational and analytical skills to perform a variety of research, administrative and analytical duties; the creativity and software background to design compelling outreach tools; the foresight and fortitude to complete complex projects within a relatively short timeline; and the interpersonal skills to work across city departments and divisions, with elected officials, outside agencies, organizations and the general public.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Assist Sustainability Program Manager and the Sustainability team as directed;
- Perform the division's key administrative functions; organize and maintain Sustainability Division filing system and electronic folders;
- Research and make necessary purchases, track the Division's orders from start to close, and process invoices and payments;
- Write and process authorized consultant and service agreements;
- Systematically organize project documents;
- Help develop and maintain filing system for pertinent photos and make them available to other City staff upon request;
- Assist in writing partner support letters for grant applications and initiatives;
- Assist sustainability staff in seeking and writing grant applications;
- Complete and submit reports required by grantors;
- Schedule, coordinate and host community events, workshops, meetings etc.; including Annual Earth Day event;
- Keep notes and provide summaries of meetings attended;
- Respond to customer service requests, letters, emails, and drop-in visitors from the public;
- Respond professionally to complaints and provide follow-through and resolution in a timely manner;
- Coordinate follow-up and conduct first level of investigation to resolve customer questions, concerns and complaints;
- Implement a wide range of long and short-term Sustainability projects to help implement the Climate Action Plan (CAP);
- Collect, verify input and maintain accuracy of data, records and field reports;
- Create and maintain databases and Excel spreadsheets for tracking various project data; greenhouse gas emissions inventory data; and Climate Action Plan progress;
- Prepare components of annual CAP progress reports to submit to Sustainability Commission and City Council;
- Track utility expenditures and usage for energy, natural gas, water, fuel;
- Summarize project progress and provide monthly status of implementation;

- Analyze data to identify trends and inform decision makers;
- Develop outreach materials, articles, brochures and presentations on specific topics as needed to facilitate education and awareness;
- Upon adoption of new local policies or ordinances, provide direct support to community and staff on compliance;
- Conduct outreach and support through direct contact in the community, in local schools, college classrooms, at city counters, workshops and community events;
- Represent the City at countywide public education and outreach meetings, review collaborative projects and provide comments that support City standards, professionalism, goals and initiatives;
- Make presentations to local schools and colleges and public meetings as directed;
- Assist Public Outreach Coordinator with implementation of outreach plans, campaigns, branding, and messaging;
- Understand community based social marketing techniques and help implement a strategic plan to incorporate the techniques and evaluation methods in the City's Sustainability outreach campaigns;
- Write electronic newsletter articles on assigned topics;
- Create web pages, flyers, brochures, and assist with the development of educational and training videos as needed;
- Host table at several City, countywide and regional events and festivals;
- Assist with volunteer recruitment;
- Perform other duties as required.

## Qualifications

**Knowledge of:** Operational characteristics, services, and activities of assigned sustainability programs; applicable federal, state and local laws, codes, regulations and agreements; principles and practices of record keeping and data management and proficiency in creating and maintaining GHG inventory databases, Excel spreadsheets; and methods and techniques of data collection, research, and report preparation.

**Ability to:** Plan, organize, coordinate, administer, and evaluate assigned environmental projects; review documents and reports for completeness and accuracy; communicate clearly and concisely orally and in writing; suggest procedures to improve assigned program services and activities; conduct accurate and thorough research and prepare clear, complete, concise elements for annual reports; understand and apply various federal, state, and local laws and ordinances, as well as internal City policies and procedures; analyze and evaluate data to identify trends and / or inconsistencies; work with various groups to promote and support partnerships and coalitions; represent the City in a professional manner when responding to inquiries from the public, City staff, or other agencies; establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, environmental science, planning, communications or a related field; and one (1) year of experience in environmental science, planning, public policy, communications or a related field with some administrative support responsibility is required. Two (2) years of experience is preferred. Public sector experience is a plus.

**Licenses and Certifications:** Possession of, or ability to obtain an appropriate, valid California driver license.

**Physical Demands:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City meeting sites including outside field locations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**Environmental Elements:** Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Outside work will occur in a variety of inclement conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## The Selection Procedure

Applicants must complete an official City of Cupertino application and supplemental application and return it to Human Resources or apply online at [www.calopps.org](http://www.calopps.org). **Final Filing Date: Tuesday, November 29, 2016 at 5:00 p.m. Failure to complete the supplemental application will disqualify the applicant from the recruitment process.** Applications will be screened according to the qualifications outlined in this job announcement. Applicants possessing the most desirable qualifications will be invited to continue in the selection process, which may include a written examination and/or panel interview. An eligible list will be established as a result of this process and will remain in effect for 3 months from the date established. The City of Cupertino is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religion, color, sex (including gender and pregnancy), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, age, medical condition, genetic characteristics, and physical or mental disability. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Cupertino Human Resources upon submittal of application. Documentation of the need for accommodation must accompany the request.

## About the City

The City of Cupertino (population 60,000) is located against the foothills of the Santa Cruz Mountains at the west end of the world famous Silicon Valley. Rich in diversity, Cupertino is committed to becoming a model multicultural community for the 21<sup>st</sup> century. With one of the most diverse, technologically savvy, and nonpartisan populations in Northern California, Cupertino is quickly becoming a city that people like to talk about. Corporate headquarters blend with tree-shrouded residential neighborhoods that climb into the foothills of the Santa Cruz Mountain range. This is the backdrop for living and working in Cupertino, California. Cupertino is home to many well-known high-tech companies like Apple, and offers a dynamic and exciting business climate. Winner of numerous state and national awards for excellence, Cupertino public schools are widely acknowledged to be models of quality instruction. Cupertino is also home to De Anza College, recently named the best community college in California. Quality schools and proximity to high-tech jobs and beautiful open spaces make Cupertino a desirable location for a highly educated and culturally diverse population.

## Employee Benefits

Excellent supplemental Benefit package includes:

- CalPERS Retirement:
  - New employees to Cupertino hired after 12/29/12 with prior CalPERS (or reciprocal agency) service— 2.0% @ 60, employees pay full 7% of employee contribution.
  - New employees with no prior CalPERS service or a break in CalPERS service of 6 months or more — 2.0% @ 62 employee required by law to pay 50% of the Normal Cost which currently equates to 6.25%.
- Choice of health insurance, portion of family premium paid by the City, and fully or partially paid premium for employee, depending on plan.
- Fully paid life, short-term and long-term disability insurance.
- Fully paid dental insurance and partially paid vision insurance.
- Fully paid Employee Assistance Program.
- Educational reimbursement up to \$1,350 for approved coursework.
- 12 holidays plus 20 hours of floating holidays annually; 8 hours of sick leave per month; 10 to 24 days of vacation annually.
- Cupertino Sports Center membership and \$400 credit which can be used to pay for recreation activities and programs.

## Employment Information

City employment applications may be obtained from the City of Cupertino Human Resources, 10300 Torre Ave., Cupertino, CA, by calling (408) 777-3227, or by visiting our website at [www.cupertino.org](http://www.cupertino.org). To apply online, visit [www.calopps.org](http://www.calopps.org). Completed City employment applications and supporting materials must be received by the City's Human Resources no later than the final filing date. Postmarks or late applications will not be accepted. Applications received through fax transmission by the final filing date are acceptable only on the condition that the original application is received no later than 5 p.m. one week following the closing date. Applications must be filled out completely. Failure to list work

experience or stating "See Resume" in the employment history section of the application will be considered an incomplete application and subject to rejection. Resumes may be attached separately. Appointment to this position is contingent upon passing a pre-employment physical paid for by the City, a pre-employment fingerprinted criminal history records check and the ability to provide verification of authorization to work in the United States. The City of Cupertino is AN EQUAL OPPORTUNITY EMPLOYER

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

11/8/16



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## SUPPLEMENTAL APPLICATION

# Sustainability Program Coordinator – Limited-Term

**Final Filing Date: 5:00 p.m. Tuesday, November 29, 2016**

**A completed supplemental application must be submitted along with a completed City of Cupertino Employment Application to be considered for the Limited-term Sustainability Program Coordinator position.**

**Please provide a response to each question. Please limit your response to 2 pages total.**

1. Describe your public speaking experience, your topic(s) and your audience(s). How did you measure your success and what did you learn from the experience(s)?
2. Describe your experience working on a team-based project, including your role. What are the challenges to effective teamwork, and what methods or techniques do you use to overcome them?
3. Describe your experience that demonstrates your success in managing data collection and reporting projects independently. How did you discern, analyze, identify processes, and implement strategies for efficiency and accuracy? Please provide one or two examples of projects completed that required these skills.
4. Name one sustainability/climate related challenge facing mid-sized California communities and how you, a local government practitioner, would engage the community to overcome these challenges.