

**COMMUNITY SERVICES DEPARTMENT  
ADMINISTRATION DIVISION  
ENVIRONMENTAL PROGRAMS ASSISTANT**

**GENERAL DUTIES:** Under general supervision of the Environmental Programs Coordinator, assist in administering a comprehensive environmental protection program in the areas of solid waste, energy conservation, water conservation, household hazardous waste, and non-point source pollution prevention.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance - Follows the policies, rules and regulations of the City and department.

Safety- Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Assists in the preparation of clear, comprehensive, and accurate reports.
2. Performs analysis of Federal, State, and local laws affecting environmental programs.
3. Makes presentations and provide training to City staff, businesses, schools, and community groups.
4. Conducts surveys, performs research and assists in gathering information for, and writing portions of, grant applications.
5. Identifies creative and effective methods to assist businesses, schools, and multi-family complexes in identifying waste reduction and recycling opportunities; assists in identifying target businesses and groups for outreach efforts; assists in developing strategies for outreach to targeted groups.

6. Plans, writes, and edits materials for advertisements, newsletters, brochures, utility bill inserts, surveys, correspondence, promotional events and other public information.
7. Develops and implements public education and public information programs.
8. Distributes informational materials and educational brochures related to waste reduction and recycling to the public.
9. Attends countywide Technical Advisory Committee meetings, Santa Clara Valley Water District meetings, and other related county-wide meetings.
10. Responds to citizens' requests by mail, telephone or at the counter.
11. Works with the City's contractor, South Valley Disposal and Recycling, to develop and expand the recycling opportunities in Gilroy.
12. Performs other related work as assigned.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Operate a personal computer using word processing, spreadsheet, database, desktop publishing, presentation, and related software.
2. Customer service skills.
3. Public speaking involving audiences of various ages and economic backgrounds.
4. Communicate effectively, both orally and in writing.
5. Bilingual (English/Spanish) preferred.

**KNOWLEDGE:** Knowledge of:

1. Solid waste management, recycling, water conservation, general areas of energy conservation, source reduction, urban beautification, and household hazardous waste materials.
2. Federal, state, and local laws, rules, and regulations affecting environmental programs.
3. Assembly Bill 939 and State and local laws related to carrying out the mandates under this Bill.
4. Public education and information programs and practices related to environmental programs.

**ABILITIES:** Ability to:

1. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.
2. Effectively assist in the planning, coordinating, organization, and execution of environmental programs and events.
3. Communicate and prepare written correspondence and materials.
4. Plan, prepare and present educational programs appropriate to specific audiences.
5. Understand, interpret, apply and explain policies and procedures.
6. Interpret and communicate technical information to non-technical groups and individuals.
7. Research, compile, and analyze data.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include, but are not limited to the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Postage meter and scale
10. Lettering machine
11. Dictation/transcription equipment
12. Binding machine
13. Polaroid camera
14. Digital camera
15. Paper shredder
16. Paper cutter
17. Specialized computer software
18. Tables and chairs
19. Display equipment, easels, boards, etc.
20. Automobile, truck or van
21. Presentation equipment, microphones, overhead projectors, tape recorder, etc.

**PHYSICAL DEMANDS:**

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time while working at the computer or attending meetings
2. Walking
3. Standing, while making presentations or when working in a booth at a community event
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying, boxes of informational pamphlets/materials for display at community event booths
9. Pushing/pulling, boxes of informational material during setup and breakdown of booth
10. Lifting, up to 25 lbs., during presentations or when setting up for a community event booth
11. Driving, to meetings and community events throughout the County
12. Speed, in meeting deadlines and using office equipment

**SENSORY DEMANDS:**

Under typical office conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder/cutter, camera, or radio. When working and traveling in the field, all senses are used, especially when responding to complaints of illegal dumping or littering throughout the City:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during presentations or when attending meetings, trainings, seminars, or public information events, less than 10% of the time.
2. Travel: Varying conditions in an automobile or plane, less than 10% of the time.
3. Flooring: Carpeting, linoleum, tile, wood, asphalt, grass, rock, uneven surfaces, etc.
4. Noise Level: Varying low to medium equipment noise at public events or when conducting presentations either, indoors or outdoors.
5. Lighting: Normal outdoor conditions, and some exposure to extreme weather conditions.

6. Ventilation: Heating and air conditioning provide by vehicle.
7. Dust or Fumes: Normal to high outdoor levels of pollen, dust, or vehicle exhaust.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, postage meter, paper shredder, paper cutter, camera and automobile. When traveling or working in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office or field environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. A high school diploma or equivalent.
2. Possession of an Associate's degree or 60 units in Environmental Studies, Chemistry, Chemical Engineering, Biological Science, Public Administration, or other related field of study is highly desirable, and such education may be substituted for the required work experience, with 30 semester units equating to one year of experience. Additional related education, such as a Bachelor's degree, is highly desired.
3. One (1) year of increasingly responsible experience in providing support staff assistance in a governmental agency involved in environmental programs such as recycling, solid waste, source reduction, pollution prevention, and household hazardous waste.
4. Grant application and grant writing experience highly desired.
5. Computer keyboarding proficiency, with speed and accuracy, including experience using MS Office required.
6. Pass a post-offer medical examination, which includes a drug test.
7. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
8. May be subject to work evenings and weekends when participating in community events, attending Council meetings or other agency meetings.
9. Pass a Department of Justice criminal record check for employment.
10. Prefer non-tobacco user.
11. Bilingual (English/Spanish) skills desired, but not required.