

ABOUT THE COUNTY

Alameda County, located on the east side of San Francisco Bay, is California's seventh-largest county. The County employs 9,080 full-time employee and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.



COMPENSATION

In addition to a salary of \$53,393.60 to \$73,756.80 yearly, Sustainability Specialist receive a highly competitive benefits package which includes: Medical plans (the County covers 100% toward the lowest cost HMO or 90% of other HMO plans or contributes toward a PPO plan), County allowance/flex dollars, 100% family coverage for Dental, vision plans; two to five weeks of vacation per year based on years of service, eleven paid holidays and four floating holidays, vacation purchase program; Life, Short-term/Long-term disability and AD&D insurance; a generous employee assistance program as well as a Defined Benefit retirement plan, health flexible spending account, dependent care assistance program, voluntary long-term care, \$230 pre-tax commuter benefits and a pre-tax deferred compensation program.

To apply, please visit our website at

www.acgov.org/hrs

For more information, contact Cheri M. Harraway,
Human Resources Analyst II at (510) 208-9593.



Alameda County
General Services Agency

invites your application for

Sustainability Specialist



Apply Today!

www.acgov.org/hrs

Tentative Selection Schedule:
Application & Supplemental Questionnaire
to be submitted:
October 31, 2011
Panel Interview:
December 5, 2011

ABOUT THE POSITION

Alameda County's General Services Agency is seeking to fill the position of Sustainability Specialist to assist with the development, implementation and administration of county-wide sustainable transportation programs and/or projects.

Sustainability Specialists may perform the following duties:

- Assists in the development of budgets for programs and/or projects; performs financial analyses; reviews operational viability of projects and recommendations; monitors expenditures to ensure adherence to the approved budgets; and contributes to the department's financial long-term planning.
- Monitors and interprets policies, laws and regulations related to sustainability programs and/or projects within the specialty area(s) and assists in the development of internal programs and policies to enable the County to comply with mandates, requirements, and goals.
- Develops or assists with the development and implementation of waste reduction and diversion strategies at County facilities. Actively supports County agencies in increasing participation in sustainability programs and related projects.
- Performs a wide variety of administrative duties in support of program activities.

For the full scope of duties, please view the job specification at www.acgov.org/hrs.



THE IDEAL CANDIDATE

The minimum qualifications for Sustainability Specialist include possession of a Bachelor's degree from an accredited college or university in environmental science or engineering, planning, social sciences, public or business administration and/or a related field. In addition, Alameda County employee requirements include the equivalent of one year of full-time experience in the field of environmentally preferable procurement, sustainability, resources conservation, waste reduction, recycling, climate change, green building or other related area including experience with responsibility for planning, administering, organizing and coordinating programs.

Possession of a masters degree from an accredited college or university in environmental science, planning, social sciences public or business administration or a related field may be substituted for one year of the required experience.

Critical Attributes to the success of the Sustainability Specialist include:

- Outstanding organizational skills with **demonstrated ability to prioritize and manage multiple ongoing tasks.**
- Demonstrated expertise in the **design, implementation and management of on-going projects.**
- Proficient in the **administration of grants** with a keen understanding of the various stages of the grant life cycle.
- Commitment to **facilitating the implementation and acceptance of change** within the workplace.
- Exceptional talent in identifying opportunities to **build strategic relationships to help achieve business goals.**
- Proven experience in **delivering formal presentations** that are effective and suited to the characteristics and needs of the audience.
- Exceptional communication skills, both oral and written and the ability to **communicate effectively with members of varying professions.**

