

LEGEND:

Additions

Deletions

Approved November, 2012

Proposed September, 2018

CITY OF SANTA CLARA, CALIFORNIA
STAFF AIDE II - ENVIRONMENTAL PROGRAMS
(795A)

EDUCATION AND EXPERIENCE

Minimum ~~Requirements~~ *Qualifications*:

- ~~Completion of an~~ *An* Associate of Arts degree in Business Administration, Public Administration or a related field;
- ~~Three (3)~~ *Two (2)* years of ~~progressively responsible~~ investigation, coordination, or technical report writing experience;
- ~~Two (2) years~~ *One (1) year* of ~~which has been providing~~ customer service ~~in the areas of~~ *including* complaint resolution, public education, or general program administration in one of the following *areas*: solid waste, recycling, waste prevention, or urban run-off pollution prevention program-
- ~~Computer proficiency in Microsoft Word and Excel.~~

Possible Substitutions:

- ~~Additional qualifying experience may be substituted on the basis of one year of experience equals 30 semester units of required education for a maximum of one year of required education.~~

Desirable Qualifications:

- Experience preparing State of California grant applications *is desirable*.
- ~~Graduation~~ *A Bachelor's Degree* from an accredited college or university ~~with a Bachelor's degree~~ in Business or Public Administration, or a related field.
- ~~Computer proficiency in Microsoft Access and Power Point.~~

LICENSES AND CERTIFICATIONS

- Possession of an appropriate valid California driver's license is required at time of appointment and for duration of employment.
- *Certification of the ability to type at a net rate of 25 wpm on a computer is required at time of application.*

DISTINGUISHING CHARACTERISTICS

This is the second level paraprofessional position in the Staff Aide series requiring the frequent use of independent judgment and interpretive ability related to research, analysis, and report writing. -An incumbent in this classification performs work of a varied and responsible nature under general direction with some responsibility for the follow-through on details of assigned projects. *This classification is distinguished from a Staff Aide II in that the Staff Aide II – Environmental Programs is a public facing role with specific knowledge of solid waste, source*

STAFF AIDE II – ENVIRONMENTAL PROGRAMS (Continued)

reduction, recycling, and urban runoff pollution prevention.

TYPICAL DUTIES

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

Under general direction:

- Performs difficult clerical work using electronic word processing, *social media platforms*, and other ~~current~~ *software* programs;
- Receives and replies to oral and written requests, *including citizen complaints*, for information of a specialized or confidential nature requiring the use of discretion and judgment;
- *Prepares and proofreads materials for accuracy, completeness, and compliance with City policies*
- Acts as a *City* representative to commercial, industrial, public and municipal task forces, and special committees on solid waste issues;
- *Conducts routine research, compiles data, and performs routine statistical analysis in the preparation of clear, comprehensive and accurate reports*
- Assists in the planning, preparation, and presentation of material on various subjects;
- *Prepares applications for State grants and* ~~Assists~~ *assists* in the administration of contracts and agreements;
- *Conducts outreach and support to various groups and audiences*
- May be responsible for *the* training and coordination of volunteers; ~~and~~
- Reads and analyzes ~~such things as~~ laws, research papers and technical materials *to determine trends*;
- Develops survey tools *to evaluate current or proposed City programs*;
- Gathers information concerning solid waste source reduction, recycling, collection, incineration, land filling, and handling of household hazardous wastes;
- Assists in assignment of State and Federal legislation for departmental review;
- ~~Does related work as required~~ *Performs other related duties as assigned*;
- ~~Prepares correspondence using good grammar, spelling and vocabulary;~~
- ~~Performs analysis of data collected and assists in the preparation of clear, comprehensive and accurate reports;~~
- ~~Assists in the investigation and resolution of citizens' complaints;~~
- ~~Applies methods of problem solving;~~
- ~~Works under pressure of meeting deadlines;~~
- ~~Uses appropriate formats in the development of reports;~~
- ~~Uses good time management skills;~~
- ~~Proofreads written materials;~~
- ~~Conducts analytical, organizational, procedural and other studies as assigned;~~
- ~~Prepares applications for State grants;~~
- ~~Establishes and maintains cooperative relationships with other departments, agencies and the public;~~
- ~~Makes inquiries and obtains information and documents in relation to research projects;~~
- ~~Tabulates statistical data; performs mathematical calculations;~~

STAFF AIDE II – ENVIRONMENTAL PROGRAMS (Continued)

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles of record keeping, records management, and report writing;
- Principles of organization and management;
- Solid waste hierarchy of source reduction, re-use, and recycling;
- Federal, State, County, and City regulations and programs concerning solid waste planning and management and areas of responsibility;
- Principles of stormwater conveyance through a municipal separate storm sewer system (MS4);
- Basic research techniques;
- Office procedures, methods, and processes.
- *Proper safety field techniques*
- ~~The City of Santa Clara solid waste management program, including the nexus between stormwater and solid waste programs to effectively reduce trashloads entering into the waterways;~~

Ability to:

- Coordinate projects, plan and organize work;
- *Use personal computers, social media platforms, and applicable software, including Microsoft Office Suite*
- *Develop and coordinate the delivery of outreach events and activities within the City*
- *Identify, research, and gather relevant information from a variety of sources*
- Interpret department or City policies, procedures, laws, and regulations;
- Assist others in technical and procedural activities;
- Effectively handle multiple priorities and meet strict deadlines
- Exercise independent judgment and initiative with minimal supervision;
- Work in a team-based environment to achieve common goals;
- Deal effectively and tactfully with members of the public and fellow employees;
- Use proper English, including correct punctuation, spelling, grammar and vocabulary
Communicate effectively to groups and individuals, both orally and in writing
- Follow oral and written instructions;
- Prepare clear and concise statistical and narrative reports;
- Walk, stand, bend, carry, reach, climb, and lift up to 25 ~~lbs.~~ *pounds* as necessary to perform assigned duties;
- Type from clear copy at a speed of not less than 25 net words a minute.
- ~~Perform difficult clerical work using electronic word processing equipment (e.g., Word, Excel, PowerPoint);~~
- ~~Collect, compile, verify, and interpret statistical, financial and other data;~~
- ~~Learn and use various computer software applications as necessary for special projects, such as newsletters, and graphics;~~
- ~~Establish and maintain effective working relationships with others;~~
- ~~Speak logically and clearly;~~
- ~~Speak effectively before groups;~~

STAFF AIDE II – ENVIRONMENTAL PROGRAMS (Continued)

SUPERVISION RECEIVED

Works under the general supervision of the *Environmental Program Manager and the Deputy Director of Public Works*~~Assistant Director of Streets and Automotive Services/Director of Public Works~~, or other supervisor as assigned.

SUPERVISION EXERCISED

None.

OTHER REQUIREMENTS

- May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations.
- Must be able to perform all of the essential functions of the job assignment.

CITY OF SANTA CLARA, CALIFORNIA
STAFF AIDE II - ENVIRONMENTAL PROGRAMS
(795A)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- An Associate of Arts degree in Business Administration, Public Administration or a related field
- Two (2) years of investigation, coordination, or technical report writing experience
- One (1) year of customer service including complaint resolution, public education, or general program administration in one of the following areas: solid waste, recycling, waste prevention, or urban run-off pollution prevention program

Desirable Qualifications:

- Experience preparing State of California grant applications.
- A Bachelor's Degree from an accredited college or university in Business or Public Administration, or a related field.

LICENSES AND CERTIFICATIONS

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DISTINGUISHING CHARACTERISTICS

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TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Under general direction:

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STAFF AIDE II – ENVIRONMENTAL PROGRAMS (Continued)

policies

- Acts as a City representative to commercial, industrial, public and municipal task forces, and special committees on solid waste issues
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- Prepares applications for State grants and assists in the administration of contracts and agreements
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- Reads and analyzes laws, research papers and technical materials to determine trends
- Develops survey tools to evaluate current or proposed City programs
- Gathers information concerning solid waste source reduction, recycling, collection, incineration, land filling, and handling of household hazardous wastes
- Assists in assignment of State and Federal legislation for departmental review
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles of record keeping, records management, and report writing
- Principles of organization and management
- Solid waste hierarchy of source reduction, re-use, and recycling
- Federal, State, County, and City regulations and programs concerning solid waste planning and management and areas of responsibility
- Principles of stormwater conveyance through a municipal separate storm sewer system (MS4)
- Basic research techniques
- Office procedures, methods, and processes
- Proper safety field techniques

Ability to:

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- Use personal computers, social media platforms, and applicable software, including Microsoft Office Suite
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