**TO APPLY FOR THIS POSITION, PLEASE VISIT OUR WEBSITE AT:** [www.cityofventura.ca.gov/jobs](http://www.cityofventura.ca.gov/jobs)

ENVIRONMENTAL SERVICES SPECIALIST  
Ventura Water  
RECRUITMENT #18-S75-001  
Salary: $61,020.13 - $81,767.50/year

**INTRODUCTION**Do you have the drive and enthusiasm to deliver innovative quality environmental management programs in an organization that values collaboration and new ideas? The City of Ventura is accepting applications for an Environmental Services Specialist opportunity in the Ventura Water Department. To be considered for this exciting career opportunity, apply online at www.cityofventura.ca.gov/jobs by the 11/25/2018 filing deadline.   
Ventura Water is dedicated to providing our community with quality water and wastewater services 24 hours a day, 365 days a year. As environmental stewards, our goal is to integrate water management to create long-term health and economic benefits for our community. As financial stewards, our goals are to operate and invest wisely in maintenance and renewal projects. To learn more about the Ventura Water Department, visit https://www.cityofventura.ca.gov/885/Ventura-Water.

**THE POSITION**Under direction, assists in planning, implementing, and administering the City's environmental management programs. Performs a variety of research, analysis, and professional and technical administrative duties.  
The eligibility list established will be used to fill the current vacancy in the Ventura Water Department, as well as future full-time, part-time or temporary vacancies in either the Ventura Water Department or Public Works Department.

**THE IDEAL CANDIDATE**  
Has enthusiasm for environmental sustainability issues  
Has a broad understanding of water efficiency, conservation and resource programs  
Enjoys actively engaging with the public and organizations to work cooperatively to address environmental issues  
Is an active participant in providing and maintaining exemplary customer service by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful  
Has proven grant administration experience  
Works independently to develop and implement City and community-based programs  
Attains regulatory compliance through cooperative and collaborative efforts  
Possesses excellent oral and written communication skills

**EXAMPLES OF DUTIES**  
Depending on assignment, duties may include, but are not limited to, the following:  
Assists in evaluating feasibility, development and implementation of environmental management programs relative to sustainability, recycling and waste reduction, energy efficiency, renewable energy, and stormwater quality in the Public Works Department and water efficiency, conservation, and resource programs in the Ventura Water Department.   
Supports, facilitates and monitors environmental sustainability efforts throughout the organization.  
Plans, develops and provides public education presentations on environmental issues; implements special events, recycling or efficiency programs and develops outreach and education materials for schools, the general public and City employees.  
Compiles and analyzes data and makes recommendations on the formulation of policies and procedures; confers with and makes presentations to members of the public to explain policies and programs; compiles materials and assists in the preparation of reports, manuals and publications.  
Assists in preparing and negotiating contracts; coordinates contract administration. Prepares, processes and coordinates environmental permits. Assists with grant administration and management. Assists with special projects and provides administrative support.  
Investigates, researches, prepares reports, and responds to complaints; responds to requests for information regarding environmental management programs, energy efficiency programs, or water efficiency programs.  
Investigates, researches, interprets, analyzes and makes recommendations in relation to proposals for new programs, services, and equipment; conducts surveys and performs research and statistical analysis on administrative, fiscal, and operational problems.  
Performs other related duties as assigned.  
In addition to the above, typical duties for specific assignments may include the following:  
Ventura Water Assignments:  
Assists in the planning, development, implementation and coordination of water efficiency, conservation, and resource programs, incentive programs, rebate programs, community engagement and outreach events. Prepares and coordinates school program/water curriculum contract, K-12 classroom presentations, and represents Ventura Water as an interagency liaison for government and non-government organizations. Plays lead role in grant administration of water related projects. Oversees water efficiency training and water wise gardening classes; develops articles and press releases, assists in organizing and overseeing public relations campaigns; provides social media marketing oversight and graphics support, and assists in maintaining department website and provides administrative support.  
Assists in the evaluation, implementation and administration of water efficiency program, special projects, and conducts surveys and studies, analysis and investigations related to water and wastewater policies and procedures. Gathers and interprets statistical data and provides administrative support.  
Public Works Environmental Sustainability Assignments:  
Assists with the oversight of the day-to-day responsibilities associated with managing the City’s solid waste hauler and waste diversion facility agreements, including data collection and analysis, responding to service issues and facilitating meetings. Assists in the development and administration of the City’s construction and demolition recycling programs, solid waste reduction and recycling programs, green purchasing program, grant administration, and special event recycling. Implements, coordinates and monitors programs with solid waste hauler and material recovery facility/transfer stations operating in the City. Conducts waste audits; coordinates employee education and outreach.  
Assists with the oversight of the day-to-day responsibilities associated with managing the City's green business certification program, including outreach, marketing, soliciting new businesses, re-certifying expired businesses, and providing technical assistance. Supports in the administration of the City's Environmental Sustainability Strategy, stormwater pollution prevention outreach and education, greenhouse gas emissions inventories, renewable energy and energy conservation projects, trash and recycling services in public areas. Facilitates business to business partnerships to promote environmental sustainability, and development of media and social media messages.  
Assists with the curriculum development, scheduling, and presenting of K-12 classroom presentations for environmental sustainability education. Presentation subjects include, but are not limited to, recycling, solid waste, life cycle, stormwater pollution prevention, best management practices, and watershed protection.

**LICENSE/CERTIFICATES**License: Depending on assignment, possession of a valid California Class C driver's license may be required.

**MINIMUM QUALIFICATIONS**A combination of education, training and experience equivalent to a bachelor's degree in environmental studies, water resources management, public or business administration, or a closely related field; and one year of professional experience in researching, planning, or implementation of environmental management programs are required.When assigned to K-12 classroom presentations, incumbent is required to undergo live scan fingerprinting and provide proof of a negative tuberculosis test result issued within the last two years.

**BENEFITS**To view benefits, please visit our website at https://www.cityofventura.ca.gov/971/Benefits

**SELECTION PLAN**Submit a City application and supplemental questionnaire by the filing deadline. The preferred method of application is on-line and you are highly encouraged to apply at www.cityofventura.ca.gov/jobs. If you are unable to apply electronically, you may request paper application materials by calling (805) 654-7853 during regular business hours. Paper applications can be FAXed to (805) 648-4467, or mailed, or hand delivered to City Hall at: 501 Poli Street, Room 210; Ventura, CA 93002. If you FAX, it is highly recommended that you also send the original documents. The Eligibility List established may be used to fill other regular and temporary vacancies at the discretion of the City.  
Once your application has been submitted, all future correspondence from the City will be via e-mail. Please keep your contact information up-to-date and ensure that your email spam filter allows you to receive messages from recruitment@cityofventura.ca.gov. You may also view notices send to you by the City in the "My Applications" tab at www.cityofventura.ca.gov/jobs.  
**Department Selection Interview**  
A select number of candidates will be invited to a department selection interview being held in December, date to be determined.