



## THE CITY OF MARTINEZ INVITES APPLICATIONS FOR SUSTAINABILITY PROGRAMS ASSISTANT (PART TIME-INTERNSHIP)

- SALARY:** \$12 - \$15/hr + Depending on Experience. This position is not eligible for City benefits.
- HOURS:** Flexible hours up to 20/week. Maximum 1000 hours per fiscal year.
- FILING DATE:** **First review of applications will be completed by Thursday, July 12, 2018 at 5:00 p.m.** Applications received by the Department after Thursday, July 12, 2018 at 5:00 p.m. will be reviewed on an ongoing basis as needed.
- APPLICATIONS:** Forms available from the **Human Resources Department**, located at 525 Henrietta Street, Martinez, CA 94553. Applications are also available by calling (925) 372-3507. **YOU MAY SUBMIT A RESUME, HOWEVER, RESUMES NOT ACCEPTED IN LIEU OF COMPLETED CITY APPLICATION FORM.**
- THE POSITION:** Under the direction of the Deputy Director of Administrative Services, the internship will provide experience in the growing area of City Sustainability Programs. The candidate will assist with coordination, outreach, and research relating to the City's Climate Action Plan and Sustainability Programs.
- TYPICAL DUTIES & RESPONSIBILITIES:** Assists with various areas of the City's Sustainability Programs. Researches potential implementation of Greenhouse Gas Emissions Reductions Strategies from the City's Climate Action Plan (CAP), and provides recommendations; conducts public outreach to residents and businesses supporting sustainability initiatives by tabling, drafting articles, preparing flyers, writing press releases, and making site visits; assists with grant administration and planning, development, and implementation of ongoing grant-funded projects with local K-12 schools; researches potential funding opportunities related to the City's CAP goals; coordinates with regional groups such as New Leaf Collaborative, Contra Costa Climate Leaders (4CL), Sustainable Contra Costa, Rising Sun Energy Center, and the County Green Business Program, and attends meetings as necessary; assists with preparations for City public workshops on recycling and sustainability; attends regional AB939 Manager's Meeting and East Bay Energy Watch Strategic Advisory Committee meetings, keeping notes and providing summaries as needed; respond to inquiries received from the public by phone and email; assist with expansion and enhancement of sustainability/conservation related topics on City's website; other duties as assigned pertaining to sustainability and implementation of the City's Climate Action Plan.
- QUALIFICATIONS:** **Minimum:** Recent college graduation or current college student status with at least 2 years of college-accredited coursework; proficiency in MS Word, Excel, and Power Point (experience with web content management software and/or creating printed materials is preferred); possession of a valid CA driver's license; ability to successfully pass background check.
- Knowledge & Abilities:** Knowledge of modern office procedures and equipment; knowledge of correct English usage, spelling, grammar, punctuation, and vocabulary; ability to perform arithmetic calculations; ability to follow written and oral instructions; ability to communicate with and serve the general public; ability to work effectively with fellow employees; general understanding of environmental issues and sustainability.

**SELECTION PROCESS:** A select number of the most experienced and best qualified applicants will be invited to interview.

**NOTES TO APPLICANTS:**

**DISABLED APPLICANTS:** The Personnel Department will make reasonable efforts in the examination process to accommodate disabled applicants. Please advise the Department of any special needs in advance of the examination.

**VERIFICATION OF EMPLOYMENT ELIGIBILITY:**

As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986, must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Eligibility Verification Form (I-9) and producing acceptable documents including but not limited to, United States Passport; State-issued Driver's License; Social Security Card; Birth Certificate; other acceptable documents that establish identity and eligibility to work in the United States.

**THE CITY OF MARTINEZ HAS ADOPTED ORDINANCE 1057 C.S. WHICH PROVIDES EMPLOYEES WITH A SMOKE-FREE WORKING ENVIRONMENT.**

THE INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE AND DOES NOT  
CONSTITUTE EITHER AN EXPRESSED OR AN IMPLIED CONTRACT. THE  
CITY OF MARTINEZ IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE  
BASIS OF DISABILITIES IN CONFORMANCE WITH  
THE AMERICANS WITH DISABILITIES ACT



OFFICE USE ONLY

START:  
POSITION:  
DEPT.:  
PAY:  
ACTIVITY #:

### TEMPORARY APPLICATION

**Not for Use in Police Department or Recreation Services**

PERSONNEL DEPT 525 HENRIETTA ST, MARTINEZ, CA 94553 (925) 372-3522

WEBSITE: [WWW.CITYOFMARTINEZ.ORG](http://WWW.CITYOFMARTINEZ.ORG); EMAIL: [JOBS@CITYOFMARTINEZ.ORG](mailto:JOBS@CITYOFMARTINEZ.ORG)

AN EQUAL OPPORTUNITY EMPLOYER

PARKS \_\_\_\_\_ MAINTENANCE \_\_\_\_\_ CLERICAL \_\_\_\_\_ OTHER \_\_\_\_\_

NAME: \_\_\_\_\_

Last First Middle

ADDRESS: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_  
Number Street City State Zip

CELL PHONE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

OTHER NAMES YOU HAVE USED OR ARE KNOWN BY: \_\_\_\_\_

NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY:

Name Address Phone #

ARE ANY OF YOUR RELATIVES EMPLOYED BY THE CITY OF MARTINEZ? \_\_\_\_ YES \_\_\_\_ NO IF YES, PLEASE LIST BELOW

DO YOU POSSESS A VALID CA DRIVER'S LICENSE? \_\_\_\_ YES \_\_\_\_ NO IF YES, LIST YOUR DL#: \_\_\_\_\_

WILL YOU ACCEPT SHIFT, EVENING OR WEEKEND WORK, IF REQUIRED? \_\_\_\_ YES \_\_\_\_ NO

**IMMIGRATION REFORM & CONTROL ACT: AFTER EMPLOYMENT, YOU WILL BE REQUIRED TO SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES**

OFFICE SKILLS: Typing speed: \_\_\_\_\_ Ten-key speed: \_\_\_\_\_ Office Machines: \_\_\_\_\_

CIRCLE HIGHEST GRADE COMPLETED 8 9 10 11 12 G.E.D. \_\_\_\_ COLLEGE 1 2 3 4

HIGH SCHOOL &/OR COLLEGES ATTENDED	LOCATION	FROM	TO	UNITS COMPLETED SEM	QTR	MAJOR SUBJECT	DEGREE

I AM AVAILABLE TO WORK RIGHT NOW \_\_\_\_ (YES) \_\_\_\_ (NO) IF NO, DATE AVAILABLE TO WORK: \_\_\_\_\_

**EMPLOYMENT RECORD:** BEGIN WITH PRESENT OR MOST RECENT POSITION. LIST WORK RECORD FOR THE PAST TEN YEARS, AND INCLUDE ANY OTHER PERTINENT EXPERIENCE. **NOTE: ALL BOXES IN THIS SECTION MUST BE COMPLETED; A RESUME WILL NOT QUALIFY AS A SUBSTITUTE FOR COMPLETING THIS SECTION.** YOU MAY ATTACH A RESUME OR ADDITIONAL SHEETS IN ADDITION TO COMPLETING THIS SECTION IF DESIRED.

FROM: MONTHS & YEAR	TO: MONTHS & YEAR	EXACT TITLE OF POSITION:
NAME AND ADDRESS OF EMPLOYER:		YOUR DUTIES WERE:
NAME AND TITLE OF YOUR SUPERVISOR:		
REASON FOR LEAVING:		NUMBER SUPERVISED:
FROM: MONTHS & YEAR	TO: MONTHS & YEAR	EXACT TITLE OF POSITION:
NAME AND ADDRESS OF EMPLOYER:		YOUR DUTIES WERE:
NAME AND TITLE OF YOUR SUPERVISOR:		
REASON FOR LEAVING:		NUMBER SUPERVISED:
FROM: MONTHS & YEAR	TO: MONTHS & YEAR	EXACT TITLE OF POSITION:
NAME AND ADDRESS OF EMPLOYER:		YOUR DUTIES WERE:
NAME AND TITLE OF YOUR SUPERVISOR:		
REASON FOR LEAVING:		NUMBER SUPERVISED:

MAY WE CONTACT YOUR PRESENT EMPLOYER AS TO YOUR QUALIFICATIONS, CHARACTER, ETC? \_\_\_\_ YES \_\_\_\_ NO

I HEREBY CERTIFY THAT ALL STATEMENTS MADE HEREIN OR OTHERWISE BY ME IN APPLYING FOR A POSITION OF EMPLOYMENT WITH THE CITY OF MARTINEZ ARE TRUE AND CORRECT. I UNDERSTAND AND AGREE THAT ANY MISSTATEMENT OR OMISSION OF FACT WILL BE CAUSE FOR DISQUALIFICATION OR TERMINATION. I UNDERSTAND THAT IF OFFERED EMPLOYMENT, I WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO SUBMIT PROOF OF MY IDENTITY AND LEGAL RIGHT TO WORK IN THE UNITED STATES ON MY FIRST DAY OF EMPLOYMENT.

DATE: \_\_\_\_\_ FULL SIGNATURE: \_\_\_\_\_