



CITY OF RANCHO CUCAMONGA
INVITES APPLICATIONS FOR
ENERGY EFFICIENCY COORDINATOR
\$16.19 - \$20.78 per hour (Temporary Part-Time)

THE POSITION

Under general supervision, plans, develops, organizes and implements programs and initiatives related to energy efficiency; assists in monitoring, measuring, promoting, and tracking the results of Energy Efficiency and Conservation Block Grant (EECBG)-funded programs; assists in coordinating, tracking and promoting the City's Green Program and efforts to improve the energy sustainability of the City organization; performs related duties as required. **This is a grant-funded position and will end when grant funding expires.**

THE CITY OF RANCHO CUCAMONGA

The City of Rancho Cucamonga is situated at the base of the San Gabriel Mountains and adjacent to the cities of Upland and Ontario. Incorporated in 1977, the City operates under a Council-Manager form of government. Rancho Cucamonga encompasses 40.2 square miles within its jurisdiction and has an additional 12 square miles in its sphere of influence. The population is currently 174,308 and growing. Amenities include an award-winning senior and community center, Victoria Gardens Cultural Center, 150-acre championship golf course, and the Victoria Gardens Regional Center. Rancho Cucamonga is one of the safest cities in the country and is a desirable place to live, work, and play.

THE CITY MANAGER'S OFFICE

The City Manager's Office helps guide and administer the programs provided by all departments. The Office administers a number of core projects and oversees a number of special projects. One such special project is Healthy RC, the City's comprehensive initiative to promote a healthy, active, and sustainable lifestyle. The City Manager's Office also oversees contracts and agreements covering law enforcement and cable television agreements. It provides information to the City Council concerning pending federal, state, and local legislation that may affect Rancho Cucamonga. The City Manager's Office oversees the City's award winning Community Information Program, through publications such as the City's *Annual Report*, the *RC Reporter* (a quarterly newsletter), and special publications; coordinates media relations; operates the Government Access Channel (RCTV-3), and oversees the live broadcasts of City Council meetings. In addition to Healthy RC, the City Manager's Office oversees and coordinates a variety of special projects such as Organizational Development and Smoke-free legislation and other issues as needed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Works with various City departments to monitor and track various EECBG-funded programs; measure program results; ensures compliance with grant requirements; and assists in preparing required quarterly reports to the U.S. Department of Energy; assists in overseeing the City's "Green" Team, including scheduling meetings, preparing agendas and other materials, and scheduling speakers and presentations; maintains and reports upon the status of the City's Sustainability Action Matrix. Works with City departments in monitoring progress on proposed efforts listed in Matrix; coordinates education and outreach efforts related to energy efficiency and sustainability programs; communicates goals and progress of City's sustainability efforts to the community, City employees, and stakeholders; prepares publicity materials including flyers, brochures, fact sheets, press releases, and articles for City publications and City website; prepares reports, memos, and presentations to communicate City's sustainability goals, efforts, and progress to the City Council, public, and others; performs research and analysis related to sustainability such as identifying the best practices of other agencies and providing information regarding other grant funding opportunities.

RANCHO CUCAMONGA

EDUCATION AND/OR EXPERIENCE

Graduation from an accredited college with a Bachelor's degree and/or Master's degree with major coursework in public administration, urban planning, environmental studies, or a related field; and one year of related experience or any combination of training and experience that provides the desired knowledge and abilities. Possession of or ability to obtain a valid Class C California driver's license and have a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the theories, principles, practices and programs related to municipal government and environmental sustainability; program planning and evaluation techniques; report writing methods; research techniques.

Operate modern office equipment including computer equipment and word processing, spreadsheet, and database software programs; interpret, explain, and ensure compliance with policies, procedures, and program regulations; respond to public inquiries and complaints; establish and maintain effective working relationships with the general public, business representatives, government officials, and community groups; and communicate clearly and concisely, both orally and in writing.

APPLICATION PROCESS

All applicants are required to complete a City application form and return it to City of Rancho Cucamonga, Personnel Department, 10500 Civic Center Drive, Rancho Cucamonga or mail it to P.O. Box 807, Rancho Cucamonga, CA 91729. You may also apply online at www.cityofrc.us. **Closing date is Wednesday, February 10, 2010.**

Applications must be complete and demonstrate that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes may be attached to completed application form as supplemental information, but will not be accepted in lieu of an official application form. Applications will be screened and the most qualified candidates who best match the needs of the City will be invited to compete further in the examination process. Candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position.

Successful candidates shall be required to:

- Complete a verification form designated by Immigration and Naturalization Service to certify that they are eligible for employment in the United States of America; and
- Pass a pre-employment medical exam; and
- Provide proof of a valid driver's license and be insurable; and
- Pass a reference and background verification. References will not be contacted until a mutual interest has been established.

DISCLAIMERS

The City does not make employment decisions based on sex, race, color, religion, national origin, ancestry, age, marital status or physical handicap, except when such qualifications are appropriate occupational qualifications. In addition, the City of Rancho Cucamonga abides by a nepotism policy which may preclude you from being hired if the City employs a relative. The City of Rancho Cucamonga makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to Personnel. There is a no smoking policy in effect in all City Offices and vehicles. Finally, please note that the provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

Questions regarding this recruitment may be directed to Personnel at (909) 477-2700. Applicants may visit the City's official website at www.cityofrc.us for more information.