City of Hermosa Beach
is actively seeking candidates for

Environmental Programs Manager
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**Environmental Programs Manager**

The City of Hermosa Beach is actively seeking candidates for the position of Environmental Programs Manager. This role is part of the City Manager’s Office and serves as a member of the City Management Team. The ideal candidate will possess exceptional interpersonal and communication skills, as well as effective problem-solving skills.

### The Department

The City of Hermosa Beach is seeking a dedicated individual to join the Hermosa Beach team. This position will be a part of the City Manager’s Office which is committed to high quality service to the residents and visitors of Hermosa Beach. Staff in the City Manager’s Office include the Deputy City Manager, Assistant to the City Manager, Environmental Programs Manager, Senior Management Analyst, Management Analyst, Emergency Management Coordinator and Executive Assistant to the City Manager.

### The Ideal Candidate

At the City of Hermosa Beach, each individual plays an important role in the delivery of safe, reliable and friendly service to our community and visitors. City staff work collaboratively across departments to create a strong, deep-rooted culture of customer service expressed in everything we do, while delivering safe and reliable services to the community.

We are looking for a dedicated public servant with a passion for serving the Hermosa Beach community. The ideal candidate will possess exceptional interpersonal skills and communication skills (verbal and written), as well as effective problem-solving skills.

### The Position

The Environmental Programs Manager serves as a member of City Management Team; assisting in the development and implementation of departmental goals, objectives, policies, and procedures; and providing highly responsible professional and technical advice to the City Manager. Duties may include, but are not limited to:

- Analyze and recommend solutions for complex administrative issues related to municipal and citywide environmental initiatives, programs, plans and regulatory requirements in areas such as: sustainability; greenhouse gas emissions reduction/climate action planning and carbon neutrality; water conservation and water quality; National Pollutant Discharge Elimination System (NPDES) permit program; integrated solid waste, including AB 939 recycling program and franchise contract management; energy conservation programs; and alternative transportation programs.
- Coordinate, develop, collect and analyze data for reports and recommendations to City Council, Commissions, Agencies, and other groups; serve as staff coordinator for a commission or committee.
- Research and prepare a variety of highly technical and administrative reports; prepare written correspondence on the more sensitive issues; prepare reports and present at the City Council and commissions/committees; Lead and engage in environmental and sustainability-related public information and outreach functions by meeting with stakeholders, writing technical reports, press releases, news articles and correspondence; and hosting resources on City’s website.
- Manage Capital Improvement Projects through Planning and Design to ensure consistency with the City’s Environmental Goals and Policies; Assist with City website development and management for environmental programs; identify and implement citizen involvement opportunities.
- Prepare the annual budget for the environmental programs and related Capital Improvement Projects ensuring the budget adequately documents the amount and level of services to be provided. Oversee budget implementation and ongoing administration; project and forecast funding needed for staffing, equipment, materials, and supplies; identify and pursue grant funds; monitor approved budget, recommending adjustments as necessary.
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**Qualifications**

- A Bachelor’s degree in Environmental Science, Environmental Policy or Management, Natural Resources Management, Biology, Sustainable Design and Building or a related field.
- Five years of professional experience in environmental management, environmental compliance, pollution prevention, waste minimization, waste reduction, energy efficiency or environmental sustainability principles.
- Three years administrative, budgetary or financial experience.
- One year of supervisory experience.
- Must be able to meet schedules and timelines; communicate in writing and verbally in a clear and concise manner; and be able to establish and maintain good working relationships with others.
- Ability to work independently, under minimal supervision, exercise initiative and prioritize and resolve problems independently. Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Ability to attend evening and weekend meetings to provide information and answer questions.
- Knowledge and understanding of the principles and practices of effective supervision, organization, and staff development, administration, evaluation, and management. Ability to manage multiple projects, tasks, and priorities to achieve desired goals and to plan, organize, and direct the work of staff.
- Possession of a valid Class C California driver’s license with a safe driving record is required and must be maintained during the course of employment.

**To Be Considered**

Applicants must complete a City Application form which may be obtained at the City of Hermosa Beach Human Resources Department, 1315 Valley Drive, Room 203, Hermosa Beach, CA 90254 or online at www.hermosabch.org. City Hall hours are Monday through Thursday 7:00 a.m. to 6:00 p.m. Applications must be received no later than 6:00 p.m., **July 18, 2019**. Applications may be hand-delivered, mailed via U.S. mail or emailed to HR@hermosabch.org.

Applicants are required submit their City Application form, resume, three professional references, and answers to the Supplemental Questionnaire in order to be considered. Following a review of the application materials received, qualified candidates will be invited to participate in the selection process. For this position, the process will consist of an oral interview. Candidates will be ranked on the Eligibility List based on their interview scores. The City has the ability to hire from the top three candidates.

*Please note: This position is new in the 2019-2020 City Budget. As of the printing and advertising of this position, the job specification was not yet approved by the City Council. The recruitment may be suspended if approval is not received as anticipated.*
About the City
A sunny small beach city of 1.4 square miles, Hermosa Beach sits at the center of Los Angeles County’s South Bay coastline along the Santa Monica Bay. The town is the very essence of the Southern California lifestyle, with an average of 283 sunny days per year and nighttime temperatures that rarely dip below 50 degrees. With two miles of sandy beach shoreline, Hermosa attracts more than a million visitors to the beach each year.

Home to nearly 20,000 residents, Hermosa Beach is within a short commute of many of the largest and best-known names in corporate America in the aerospace, tech, industrial, service and financial fields. The Hermosa Beach City School District, consistently recognized as a California Distinguished School, offers a high quality education to students in kindergarten through eighth grade, while high schoolers attend Mira Costa or Redondo Union High Schools.

The City of Hermosa Beach operates under the Council-Manager form of government with five Councilmembers elected at large, with each serving a rotation as Mayor. The City Council is responsible for appointing a City Manager to direct the day-to-day operations of the City, which includes Community Development, Community Resources, Finance, Human Resources, Police, and Public Works Departments. The City has a budget of $63 million and authorization for 130 fulltime staff members.

Compensation and Benefits
The following salary and benefits are offered for this position:

Salary Range: $106,140 to $129,014 annually
Alternate Schedule: City Hall is open 7:00 a.m. to 6:00 p.m. Monday through Thursday; staff works a 4/10 schedule with every Friday off.
Retirement: California Public Employees’ Retirement System (CalPERS) retirement formula is based on appointment date and membership status with CalPERS. The City does not participate in Social Security but does participate in Medicare, which requires a 1.45% contribution by both the staff member and the City.
Health Insurance: The City pays up to $1,540.38 per month toward medical insurance for the staff member and eligible dependents. The City pays up to $226.30 per month toward the cost of dental insurance for staff members and their eligible dependents. The City offers a vision insurance plan, but does not contribute to the monthly cost.
Retiree Medical: The City offers retiring staff members $400 per month toward the cost of retiree insurance. A retiring staff member must have worked at least 20 years for the City and be at least sixty years of age to be eligible for this benefit.
Disability Insurance: The City pays the premium for both Short-Term and Long-Term Disability coverage.
Holiday/Vacation/Sick Leave: You will accrue 80 hours of vacation leave per year during the first two years of employment. Subsequent accruals increase with longevity until reaching 160 hours accrued per year commencing with the 18th year of service. You will accrue 8 hours of sick leave per month. The City observes 10 holidays throughout the year.
Term Life Insurance: City-paid term life insurance policy in the amount of one year of annual salary.
Union Membership: Your employment is covered by the Memorandum of Understanding between the City and the Professional and Administrative Group.

Employment Opportunities
Visit us on the web at http://hermosabch.org/jobs
Or call 310-318-0200
City of Hermosa Beach
Human Resources
1315 Valley Drive
Hermosa Beach CA 90254