



Sustainability Aide (Hourly City Worker) Public Works Department



Looking for an opportunity to gain valuable work experience and help the environment? Consider a position at the City of Thousand Oaks!

Applications are currently being accepted to fill two hourly, part-time Sustainability Aide positions in the Sustainability Division of the Public Works Department. The areas of concentration for these positions include:

- **Technical/Quantitative:** Assist staff in conducting analysis of energy, water, waste and emissions data using spreadsheets. Provide technology integration support for innovation, development and integration of applications and tools.
- **Communications/Outreach:** Communicate with residents and businesses on sustainability-related issues. Develop website and outreach material content. Provide general office/administrative support.

The ideal candidate for the **Technical/Quantitative** position will:

- Possess quantitative and analytical skills
- Be able to utilize technology and software tools effectively; programming skills a plus

The ideal candidate for the **Communications/Outreach** position will:

- Possess excellent written and oral communication skills
- Be able to interact effectively with residents and businesses

Both Positions – Ideal candidates will:

- Be familiar with environmental and sustainability issues
- Be an effective communicator
- Be proficient with the Microsoft Office Suite
- Have some college-level coursework in a related field
- Be currently enrolled in a degree program or have recently graduated from one
- Possess a valid CA Class C driver's license

Please see: www.toaks.org/gogreen for the City's Sustainability Division programs. These include

- Solid waste, recycling, composting and household hazardous waste
- Green Business Certification
- Water conservation
- Energy conservation and efficiency
- Climate planning



The City of Thousand Oaks (pop. 132,365) is adjacent to the Pacific Ocean and scenic Santa Monica mountains, surrounded by more than 15,080 acres of open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system.

\$13.00 - \$18.00 per/hour

**This is a part-time position
available immediately.**

**Schedule: Up to 29 hours per week;
Up to 1,000 hours in a twelve-month period
(fiscal year – July 1st through June 30th)**

FILING DEADLINE:

Friday, April 28, 2017, by 5:00 p.m.

Apply at www.toaks.org/jobs

**For further information, contact staff in the
Human Resources Department at
(805) 449-2144**