The Environmental Services Department, City of San José has a job opportunity for a Public Information Representative – Grant Writer. The position has been posted to Handshake and additional details are below:

**Requisition Number:** 2201591  
**Salary Range:** $76,374.48 - $102,451.44 annually  
**Application Deadline:** October 19, 2022

Public Information Representative I/II- Grant Writer -Environmental Services Department - 2201591

**About the Department**

The [San José Environmental Services Department (ESD)](#) is a place where people do great work and make a difference. ESD is responsible for the management of solid waste collection and recycling; watershed protection and pollution prevention; municipal drinking water and recycled water; community sustainability initiatives, and the operation and infrastructure improvements of the San José-Santa Clara Regional Wastewater Facility. ESD’s mission is to deliver world class utility services and programs to improve our health, environment, and economy. For more information about the Environmental Services Department, please visit @sjenvironment on [Twitter](#), [Facebook](#), or [Instagram](#).

**Positions & Duties**

The City of San José’s Environmental Services Department is currently recruiting for a Public Information Representative I/II position.

Aligning with ESD’s mission, Public Information Representative helps secure grants for projects and initiatives focused on enhancing the quality of life and environment for San José residents and businesses.

The ideal candidate has excellent verbal and written communication skills; experience in successful grants writing, project implementation and management; and planning. The ideal Candidate is a team player with a can-do attitude and strong interpersonal skills.

ESD has a hybrid schedule, a few days telecommuting and a few days onsite. Flexible working hours may be required; some work may occur during evenings and/or weekends as needed.

Responsibilities include but are not limited to:

- Working closely with Climate Smart San José (CSSJ) deputy director and other ESD staff to successfully garner grants. Experience in grant writing is desired to:
• Proactively find and track grant opportunities related to CSSJ and Integrated Waste Management focus areas
• Write, facilitate, and submit grants
• Collaborate with ESD and City staff, non-profits, and other partners.

Qualifications

Public Information Representative I

Education: A Bachelor's Degree from an accredited college or university in journalism, communications, advertising, marketing, public relations, public administration, or a closely related field (web or graphic design, social media, or technology).

Experience: No minimum experience required.

Acceptable Substitution: Additional years of professional experience in public relations, public information or other related experience may be substituted for education on a year-for-year basis up to two years.

Licenses: Valid California Driver's License.

Public Information Representative II

Education: A Bachelor's Degree from an accredited college or university in journalism, communications, advertising, marketing, public relations, public administration, or a closely related field.

Experience: Two (2) years of progressively responsible professional public information, marketing, or public relations experience.

Licenses: Valid California Driver's License.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

If you have questions about the duties of these positions, the selection or hiring processes, please contact Courtney Phommachack via email at Courtney.phommachack@sanjoseca.gov.

Annual Salary Ranges

Public Information Representative I: $76,374.48 - $92,951.04

Public Information Representative II: $84,280.56 - $102,451.44

These amounts include an approximate five percent (5%) ongoing non-pensionable pay. Actual salary shall be determined by the final candidates’ qualifications and experience.
Please note that applications are currently **not** accepted through CalOpps or any other third-party job board application system. To apply, applicants must complete an application via the City of San Jose’s website at [www.sanjoseca.gov/citycareers](http://www.sanjoseca.gov/citycareers).

Per the City’s [COVID19 Mandatory Vaccination Policy](https://www.sanjoseca.gov/citycareers), the City requires all employees starting on or after February 11, 2022, to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption.

The application deadline is on **Wednesday, October 19, 2022, at 11:59 PM**. Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email CityCareers@sanjoseca.gov and we will research the status of your application. Please contact Human Resources at (408) 535-1285, or Human.Resources@sanjoseca.gov if you have any questions.

**How to apply**

The requisition # for this job posting is 2201591. To view the full job announcement and apply for this position, please go to: [www.sanjoseca.gov/citycareers](http://www.sanjoseca.gov/citycareers)

**PLEASE NOTE:** YOU MUST APPLY & SUBMIT YOUR JOB APPLICATION AT [www.sanjoseca.gov/citycareers](http://www.sanjoseca.gov/citycareers) **IN ORDER TO BE CONSIDERED FOR A CITY OF SAN JOSE JOB OPPORTUNITY.**