

RECYCLING COORDINATOR

NATURE OF WORK

This is administrative work promoting and coordinating a City-wide recycling program.

Work involves responsibility for planning, developing, and implementing recycling and waste alternative programs. Work includes increasing public awareness of, and participation in, available programs. Duties also involve working with citizen advisory groups and community interest groups to develop and implement specific recycling programs. An employee in this classification works with considerable independence with work being reviewed by an administrative superior in the form of written reports and results achieved. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Plans, develops, and implements recycling and waste alternative programs; monitors trends and conducts research on specific projects; develops administrative policies and procedures; advises the Mayor and City Council regarding waste alternatives.

Increases public awareness regarding recycling programs; works with and speaks to local businesses, special interest groups, neighborhood and community groups, church groups, civic organizations, and other interested organizations; serves on special committees and task forces.

Writes news releases and brochures; develops video tapes and other media materials.

Assists in developing markets for recyclable products; conducts market research for products; develops procurement policies for the city.

Secures outside funding for the development of specific recycling programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of organizational and administrative policies.

Knowledge of recycling and alternative waste programs.

Knowledge of recyclable materials and products.

Ability to make decisions in accordance with departmental policies and procedures.

Ability to plan, develop, and implement a variety of recycling and alternative waste programs.

Ability to establish and maintain effective working relationships with municipal officials, co-workers, community and civic groups and organizations, and the general public.

Ability to develop presentations and to speak before groups and organizations regarding programs.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, or related field plus considerable experience administering a recycling program.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration and experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which would provide the required knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

11/90
Class Code Change: 8/95

PS5019