

RECYCLING AND ORGANICS COORDINATOR

DEFINITION

To plan, organize, coordinate and implement the recycling and organics program/operations within the Environmental Utilities Department; to provide expertise in program elements for the organization; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Refuse Superintendent.

May exercise direct supervision over assigned personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Administer a recycling awareness program; advertise the program and conduct public relations activities; encourage citizen participation in recycling.

Determine most effective method of allocating monies designated for recycling.

Determine methods to modify content of waste stream to enhance combustion at waste-to-energy plant.

Research, identify and prepare grants; track and monitor grant expenditures and submit required reports.

Assist in coordinating tours of local solid waste and recycling facilities.

Prepare programs to increase citizen awareness of the need to remove recyclables from waste stream.

Implement procedures to improve the economic feasibility of recyclable collection services.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for recycling and organics programs; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

## Recycling and Organics Coordinator

-2-

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the recycling and organics program; monitor and control expenditure.

May plan, prioritize, assign, supervise and review the work of support staff related to program activities.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Represent function on committees, outside organizations; and at staff subcommittees as necessary, coordinate recycling and organics activities with other divisions and outside agencies.

Make presentations to the City Council, City staff, community groups and outside agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods and objectives of recycling and organics programs.

Contract and grant administration principles.

Public relations and advertising approaches in gaining compliance.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct recycling and organics program activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone,

and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent program and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

May supervise, train and evaluate assigned office support staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in developing and promoting recycling or resource recovery programs or other comparable Solid Waste Management or other environmental programs.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in environmental science, resource management, public administration or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.