

RECYCLING COORDINATOR

CODES/PAY RANGE

Class Code: 2343

EEO Code: B

Pay Range: 213

MAJOR FUNCTION

Professional work in the solid waste field, with special emphasis on public relations programs to educate the public in areas pertaining to recycling and solid waste management programs.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Develops, coordinates and implements solid waste programs with special focus on recycling. Works closely with local and state agencies, cities, and counties in the implementation and maintenance of solid waste programs.

Develops public relations campaigns to promote the county's solid waste program and works with the media in dispersing said information.

Plans, organizes, revises statements, controls, information systems and procedures to promote the efficient operation of the solid waste and recycling program. Compiles monthly, quarterly, annual reports and prepares grant applications.

Assists in the preparation of operating budget.

Provides technical assistance and information to employees, service group/activity directors and outside agencies as necessary.

Supervises recycling staff.

Performs other duties as assigned or as may be necessary.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of applicable laws, regulations, procedures and processes governing the solid waste operation. Knowledge of data processing as related to the solid waste operation.

Ability to organize plan and organize work priorities. Ability prepare complex reports and

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statements. Ability to establish effective working relationships with other employees, other government entities, the media, local officials and the general public. Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Relations, Business Administration, Communications, Marketing, Public Administration, or related field, and three (3) years of experience in marketing, public relations, communications etc, including one (1) year of environmental science/management related experience.

Must possess and maintain a valid Florida Driver's license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to speak publicly/extemporaneously. Ability to prepare speeches, reports, letters, memos, etc. Ability to read, comprehend and discuss scientific and technical materials, legal documents, and government guidelines. Ability to perform mathematical computations including addition, subtraction, division, multiplication, fractions, percentage, ratios, etc. Ability to analyze data and develop a conclusion.

Physical Demands: Sedentary work. Ability to see, talk.

Environmental Demands: Generally indoor work.