

RECYCLING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and coordinating the operations of a municipal recycling program. The work is carried out in accordance with procedures that are established by the incumbent and involves overseeing the recycling site, engaging in community education activities and researching related issues and developments in the field. The class differs from that of Recycling Assistant in that the Recycling Coordinator is responsible for the overall municipal recycling program, whereas Recycling Assistant assists the Coordinator in conducting the program. The work is performed under the general direction of a municipal board or a higher level municipal official. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and participates in the operation of a municipal recycling program;

Supervises and trains program staff and volunteers in procedures and issues with respect to recycling;

Conducts community education programs in schools and with other groups concerning municipal recycling;

Conducts a variety of studies concerning recycling options;

Meets and shares information with municipal recycling personnel from other agencies;

Researches issues involved in solid waste management and resource recovery;

Negotiates with markets for the sale of recycled materials;

Negotiates with haulers for the removal and delivery of recycled materials;

Attends seminars, meetings and training courses related to solid waste management and resource recovery;

May write grant applications in order to secure funding for the program;

May assist in the preparation of budgets, narratives, reports, annual work programs and related educational materials related to all programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of solid waste management and resource recovery issues as they relate to a recycling program in a small municipality; working knowledge of the procedures used in municipal recycling; working knowledge of concepts and techniques in

community education; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with co-workers and the public; ability to communicate effectively, both orally and in writing; good observation skills; good judgment; creativity; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associates or higher level degree and one (1) year of full-time or its part-time equivalent, paid or volunteer experience with a municipal recycling program or related work; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time or its part-time equivalent, paid or volunteer experience with a municipal recycling program or related work.

ULSTER COUNTY
5470 RECY COORD
Classification: Competitive
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Adopted: July 17, 1990
Revised: April 5, 2017