



Kathy M. Sheehan
Mayor

Human Resources
Tatiana Diaz, Director

Albany City Hall
24 Eagle Street, Rm 301
(p) 518-434-5049
(f) 518-434-5269

Notice of Job Opening

Position: Recycling Specialist

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: General Services

Number of Vacancies to be filled: 1

Rate of Pay: \$47,300 -\$71,000 annually
Commensurate with qualifications and experience

Schedule: Monday– Friday 8:00am -4:30pm

Application Deadline: **Until Filled**
All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Wednesday, July 12, 2023

RECYCLING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the planning, development, implementation and coordination of recycling programs. The incumbent provides direct assistance to City of Albany and may provide technical assistance in the development and coordination of their recycling programs. Work is performed under the direct supervision of the City of Albany Commissioner of the Department of General Services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and implements a city-wide recycling program in accordance with the ANSWERS Wasteshed Solid Waste Management Plan;
- Monitors, evaluates and reports on recycling programs in the City of Albany;
- Develops, secures and administers contracts for the processing and marketing of recyclable materials in the City of Albany;
- Provides technical assistance and educational materials to all the schools in the City of Albany, private haulers and citizens;
- Develops and maintains contracts with State and Federal government levels for the procurement, administration and financial reporting of grants;
- Confers with legislators, neighborhood associations, task forces, citizen advisory committees and other groups on issues regarding recycling;
- Prepares quarterly, semi-annual and annual reports to the NYSDEC;
- Assists the Commissioner in evaluating/implementing recycling programs as part of the overall solid waste management responsibilities of the Department;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of current literature and sources of information relating to recycling and solid waste management;
- Good knowledge of Federal, State and local laws and regulations relating to recycling;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain cooperative relationships with public and private interests;
- Ability to make oral presentations;
- Sound judgment;
- Tact;

- Initiative and resourcefulness;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in a natural science; **OR**
- b) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in a natural science and two years of paid fulltime recycling experience; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle Operator's license at time of appointment and duration of employment.

Revised: 7/26/95
2/01
6/24/15