DIRECTOR OF RECYCLING

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the planning, development, implementation and coordination of the Inter Municipal Agreement (IMA)- Solid Waste Management Plan (SWMP) recycling program. The incumbent coordinates local IMA (SWMP) municipalities, educational institutions and businesses in the development and coordination of their recycling programs. Work is performed under the general supervision of the City of Albany Commissioner of the Department of General Services, with leeway allowed for the exercise of independent judgment concerning the day-to-day management of recycling activities.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversees and implements a City-wide recycling program in accordance with the Solid Waste Management Plan (SWMP);
- Monitors compliance with the municipal recycling ordinances;
- Monitors, evaluates and reports on recycling programs in the IMA;
- Assists and provides IMA municipalities in different phases of their respective recycling programs;
- Compiles annual information regarding recycling program achievement in each municipality;
- Provides assistance and educational materials to all the schools in the City of Albany;
- Provides assistance in applying for available grant funding to include commercial, industrial and institutional recycling programs;
- Confers with legislators, neighborhood associations, task forces, citizen advisory committees and other groups on issues regarding recycling;
- Schedules and oversees monthly recycling coordinator meetings;
- 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 or higher in Human Services, Social Services, Environmental Studies, Management, Finance, Occupational Studies, Education or related field and one (1) year full-time paid supervisory experience managing public sector recycling programs. 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 Human Services, Social Services, Environmental Studies, Management, Finance, Education, Occupational Studies or related field and three (3) year full-time paid experience managing public sector recycling programs one of which must include full-time paid supervisory experience. OR

c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.