

PLANNING UNIT RECYCLING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for developing and implementing a City-wide recycling program in accordance with the ANSWERS Wastashed Solid Waste Management Plan. The Planning Unit Recycling Coordinator also develops and maintains contracts with State and Federal government for the procurement, administration and financial reporting of grants. Employees in this class receive general supervision from the Director of Operations. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and implements a City-wide recycling program in accordance with the ANSWERS Wastashed Solid Waste Management Plan;
- Monitors, evaluates and reports on recycling programs in the City of Albany and the ANSWERS Wastashed Solid Waste Management Plan;
- Assists and provides ANSWERS municipalities in different phases of their respective recycling programs;
- 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;
- Develops and maintains contracts with State and Federal government 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;
- Enters and retrieves information in an automated information system;
- Does related work as required.

REQUIRED 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, Education or related field and one and one-half (1 ½) years of paid fulltime direct recycling experience with a strong background in grant procurement, budget preparation and contract administration; **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 or related field and three and one-half (3 ½) years of paid fulltime direct recycling experience with a strong background in grant procurement, budget preparation and contract administration; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.