

RECYCLING RESOURCE COORDINATOR

DEFINITION

The Recycling Resource Coordinator provides coordinative and administrative support for City recycling programs and projects, including: providing liaison with the public. Schools, community groups, City businesses and other local government agencies, developing information materials and publicity for dissemination to the public and staff, and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Recycling Resource Coordinator performs responsible program development including managing day-to-day operations, handling public relations and monitoring and implementing programs and projects in support of the City recycling program performing special studies, and evaluating effects on recycling. Primary project components include: residential curbside pick-up; permanent onsite recycling program; commercial/industrial recycling and environmental education programs.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates development and research of solid waste reduction activities.
- Develops and implements public awareness plan for use throughout the community.
- Prepares staff reports for the City Council, writes letters and reports on recycling activities.
- Participates as City liaison with other governmental agencies to provide information/evaluation of all phases of recycling, including HWMA ab939 taskforce.
- Reviews and evaluates proposed recycling legislation.
- Keeps abreast of current developments, trends and practices in the field of resource recovery.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Knowledge of basic arithmetic and statistical applications.
- Knowledge of basic grammar and composition.
- Knowledge of laws relating to solid waste reduction in California.

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Skill in:

- Communicating effectively orally and in writing.
- Addressing groups of people.
- Eliciting cooperation of others.
- Readily learning new subject areas.
- Coordinating a variety of tasks.

Other Requirements:

Valid Class C California State Driver's License.