

MONROE COUNTY

JOB DESCRIPTION

Position Title: RECYCLING COORDINATOR

Date: 08/19/2009

Position Level: 8

FLSA Status: NON-EXEMPT

Class Code: 8-

GENERAL DESCRIPTION

Take a lead role in developing, coordinating, and implementing the County's Recycling Initiatives and programs to the public and stakeholders; learning all phases of recycling programs, developing educational materials and making presentations that target all segments of the public, county departments, schools, community organizations, chambers of commerce and other agencies. Promote waste reduction, reuse and recycling; instrumental in taking forward the County's efforts to increase the amount of material being recycled in the County. Assist in the reporting process.

KEY RESPONSIBILITIES

1. *Assist in the planning, development, coordination and implementation of County's recycling education program. Coordinate environmental activities and events;
2. *Assists in the study and research of waste stream reduction as it relates to recycling.
3. *Conducts grant research, prepare or evaluate draft applications in pursuit of funding, develop and maintain a list of available contracts and financial resources in support of recycling programs.
4. *Prepares and/or presents recycling programs including use of all types of media such as flyers, video, slides, and television.
5. Acts as liaison between County, Cities, environmental organization's and other region's recycling programs and staff.
6. Assists in developing and preparing a Monroe County Recycling Materials Manual and Solid Waste Master Plan.
7. Develops, establishes and updates a recycling information clearinghouse.
8. Assists Solid Waste staff when needed by attending meetings, representing the Department, reviewing recycling proposals, assisting in presentations, and preparing materials for staff.
9. Reviews contractor invoices for accuracy and circulates for approval and payment.
10. Prepares routine correspondence related to work assignment and projects.
11. Prepares bi-monthly newsletter, and coordinates its e-distribution.
12. Research and evaluate markets for recycling materials.
13. Responds to inquiries, requests, and complaints from the public. Research and resolve problems in a timely manner.
14. Prepare monthly departmental update and quarterly update presentation to Board of County Commissioners.
15. Other duties as assigned.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	5 to 7 years. Familiar with the Florida Department of Environmental Protection regulations.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.

APPROVALS		
<i>Department Head:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>Division Director:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>County Administrator:</i>		
Name:	Signature:	Date:
_____	_____	_____