

Civil Division: Oneida-Herkimer Solid Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 03/27/08

RECYCLING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility to plan and coordinate recycling programs for schools throughout Oneida and Herkimer Counties, and to assist with other recycling activities for the Oneida-Herkimer Solid Waste Management Authority. The incumbent works closely with school officials, public officials and to a limited extent with private industry representatives concerning planning aspects of solid waste management recycling plans. Work is performed under general supervision of the Director of Recycling. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts as liaison between schools and public officials and the Authority in order to develop, promote, and oversee the recycling and waste reduction efforts;
Explains solid waste and recycling programs to local schools and assists their participation in those programs;
Attends meetings, reviews reports and plans;
Conducts investigations, studies, analyzes and provides recommendations on solid waste recycling proposals;
Develops procedures and action plans to promote, develop, implement and monitor school-based recycling efforts;
Gives tours of Authority facilities;
Provides methods for increasing public knowledge of solid waste recycling problems and solutions, and participates in related public information programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of recycling and solid waste management; good knowledge of recent developments, current literature and sources of information relating to recycling; ability to prepare technical documents and reports related to recycling; ability to work effectively with and coordinate activities of municipal officials, school officials, private citizens and school groups; and ability to maintain good public relations (including working with local news media).

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in education, public relations, psychology, environmental studies, environmental or natural resource management, or a related field; **OR**
- B. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in education, public relations, psychology, environmental studies or a related field **AND** (2) years of experience in the field of education, public relations, psychology, environmental studies or a related field.