

POSITION DESCRIPTION
COSHOCTON COUNTY COMMISSIONERS
An Equal Opportunity Employer

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Job Title:	RECYCLING PROGRAM MANAGER AND EDUCATION SPECIALIST
Department:	Recycling and Litter Prevention
Immediate Supervisor:	Board of Commissioners
Positions Supervised:	None

JOB RESPONSIBILITIES:

Under direction, the Recycling Program Manager and Education Specialist develops, administers, and implements the county recycling and litter control programs; plans and develops community education, media relations, and special event programs to promote environmental education and awareness; administers program grants; and prepares program records and reports. The quality of work will be a measure by standards.

QUALIFICATIONS:

High School Diploma, knowledge of recycling and litter prevention ~~Bachelor's degree in environmental management, communications, education, or a related field and a minimum of three (3) years experience in recycling or litter prevention with~~ a record of success in supervising and directing the work of others or an equivalent combination of education, training, and experience and a valid State of Ohio Driver's License with an acceptable driving record.

WORKING CONDITIONS:

The Recycling Program Manager and Education Specialist may be required to work evenings, weekends, holidays, and on-call and travel within and outside the county.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Date Submitted: July, 2001

Classified ()	Unclassified (x)
Pay Grade:	
Overtime:	
Non-Exempt (x)	Exempt ()
	Admin. () Prof. () Exec. ()

COSHOCOTON COUNTY COMMISSIONERS

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Department goals and objectives* • State and federal rules and regulations regarding environmental issues, recycling, littering, and litter prevention* • Local health laws and ordinances* • County recycling and litter prevention programs, policies, and procedures • Safety practices and procedures • Recycling equipment • Licensed disposal facilities* • Hazardous waste disposal • Basic environmental protection methods and techniques • Teaching methods • Budget development and administration • Grant application and administration procedures • Financial record keeping 	<ul style="list-style-type: none"> • Identify department needs • Interpret and apply rules, regulations, and standards • Organize, prioritize, and coordinate multiple tasks • Define problems, collect data, establish facts, and draw valid conclusions • Develop, implement and administer county recycling and litter control programs • Develop and implement education programs • Prepare and deliver presentations before an audience • Identify and use state and federal resources • Prepare grant applications • Develop and maintain effective working relationships with supervisor, department personnel, assigned workers, and the public • Communicate effectively in written and oral form • Prepare accurate and complete reports • Maintain accurate records • Present a positive image to the Public

* May be acquired after hire.

% OF TIME | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

- 45% **PROGRAM ADMINISTRATIVE**
- ★ Develops, administers, and implements the county recycling and litter control programs
 - ★ Administers program budget
 - Recommends and monitors purchases and expenditures
 - Prepares purchase orders and vouchers
 - Prepares grant proposals
 - ★ Oversees the recycling drop-off program in accordance with established rules, regulations and procedures
 - ★ Plans and coordinates special events such as recycling drives
 - ★ Serves as liaison between government officials, community leaders, environmental agencies, education administrators, media, and others

★ *Denotes an essential function of the job*

COSHOCTON COUNTY COMMISSIONERS

% OF TIME | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

30% **COMMUNITY RELATIONS**

- ★ Administers a public relations program to increase awareness of recycling and litter prevention
- ★ Prepares and presents educational programs for schools, community groups, and organizations
- ★ Participates in public forums to promote department programs and special events
- ★ Establishes a cooperative relationship with newspapers, radio stations, and other media outlets
- ★ Prepares newsletters, press releases, and public service announcements
- ★ Represents the department at public functions and to community and professional associations
- ★ Responds to resident questions and complaints

20% **ADMINISTRATIVE**

- ★ Assists in the development and implementation of department policies and procedures
- ★ Ensures compliance with state and federal laws and regulations
- ★ Ensures effective exchange of information with other department and municipalities
- ★ Prepares and maintains department records and reports
- ★ Responds to resident questions and complaints
- ★ Maintains supply inventory

5% **MISCELLANEOUS**

- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
 - Attends meetings and serves on temporary committees, as required
 - Performs additional duties and assignments, as requested
- ★ *Denotes an essential function of the job*

Employee Signature

Date

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