

Salinas Valley Solid Waste Authority Invites
Applications for:

RECYCLING COORDINATOR

Final Filing Date: May 4, 2018



COMPENSATION

Hourly Salary: \$ 35.71 - \$ 45.49 (in eleven steps)

THE POSITION

Under general direction of the Resource Recovery Manager, plans, directs and monitors residential, commercial, school and government resource recovery services in support of Board directives and pertinent federal, state and local mandates.

Manages comprehensive programs to promote recycling and reuse of waste materials within the Authority's service area; develops and designs educational materials, brochures, flyers, advertising copy, and public outreach campaigns to promote waste reduction, recycling, composting, household hazardous waste collection and litter abatement; manages annual budgets relating to public outreach & education and media campaigns; oversee program development for schools; conducts solid waste audits for businesses, municipalities and schools; oversees zero waste programs for special events within service area; reviews and monitors existing recycling, composting, and diversion programs, tracks, compiles, calculates, and analyzes disposal and recycling tonnage for compliance reports mandated by State law, including but not limited to Assembly Bill (AB) 939, AB 341 and AB 1826; prepares plans and recommendations to assist member agencies in developing additional recycling, composting, provides assistance to implement projects contained in the Cities and County Source Reduction and Recycling Element (SRRE) and Household Hazardous Waste Element (HHWE); represents the Authority at special events and on recycling committees; coordinates multi-media advertising campaigns; oversees website content and social media postings; issues articles and press releases and maintains on-going media relations; serve as contract manager for media agreements; responds to information and assistance requests from businesses and the public; supervises subordinate staff; manages grants. Manages Salinas Valley Solid Waste Authority's transfer stations and Landfill Materials Recovery Centers and ensures marketable recyclables are competitively bid and shipped at appropriate intervals. Attends meetings and events outside regular work hours and locations as required.

MINIMUM QUALIFICATIONS

Any combination of training and experience, which would likely provide the required knowledge, skills and abilities are as follows:

- Two (2) years of varied and responsible experience in public information and public education, preferably including experience in developing and promoting recycling and other solid waste management programs.
 - Completion of advanced educational training equivalent to a bachelor's degree in Public Administration, Journalism, Public Relations, Political Science, Environmental Science, Education, Resource Management, or a related field.
 - Possession of or ability to obtain within 6 months of employment, a Solid Waste Association of North America Recycling Program Manager Certificate or a California Resource Recovery Association Certified Resource Management Professional.
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THE HIRING PROCESS

The Application and Supplemental Questionnaire must be received in the Authority's office at 128 Sun Street, Suite 101, Salinas, CA 93901 by 5:00 pm on **May 4, 2018**. All applications will be reviewed and rated based upon experience and/or training. The most qualified candidates will be invited to participate in an interview prior to final selection. **The Salinas Valley Solid Waste Authority is an Equal Employment Opportunity Employer.**