

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Materials Recovery Education Coordinator</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>BH62</u>
FLSA Status	<u>Exempt</u>
Bargain Unit	<u>Not Eligible</u>
Occupational Group	<u>Public Info & Education</u>

PRIMARY PURPOSE:

To plan, develop, coordinate, implement and administer public education and marketing programs which promote the City's Materials Recovery Program. Serves as spokesperson for the Integrated Solid Waste Program including informing the community of solid waste issues.

SUPERVISION:

Under the general supervision of the Superintendent of Solid Waste; may supervise subordinate employees.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, develops, and implements public education programs including topics such as precycling, recycling, waste reduction, and reuse of recovered materials to promote the City's Materials Recovery Program throughout the community.
2. Researches, studies, and recommends methods for recovering materials from the City's solid waste stream for reuse.
3. Assists in the development of markets and market contracts for recovered materials.
4. Coordinates with the Public Information Office in preparing news releases, PSAs, informational pamphlets, brochures, fact sheets, flyers, etc. regarding solid waste issues.
5. Informs, educates and communicates solid waste issues to public officials, elected officials, citizens, civic groups, etc.
6. Assists private industry in the development and implementation of a curbside recycling program for the City which involves communicating and coordinating with citizens and solid waste collection businesses.
7. Organizes community efforts and coordinates activities involving solid waste issues which includes developing and implementing educational and informational campaign strategies to facilitate the goals and values of a materials recovery program.
8. Designs and develops educational materials such as films, slide shows, displays or exhibits for various audiences.
9. Prepares and presents clear and concise reports.
10. Prepares and monitors the program budget including researching the availability of state or federal funds, preparing grant applications, and administering awarded grants.
11. Utilizes necessary computer software applications.
12. Conducts formal presentations regarding a wide variety of solid waste issues such as precycling, recycling, waste reduction, composting, household chemical waste reduction, etc.
13. Travels to off-site locations as necessary to present programs, set-up displays, provide demonstrations, etc.

IMPORTANT FUNCTIONS:

1. Participates in professional development activities including attending various conferences and seminars.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Effective public speaking techniques, community involvement methods, and various media resources and requirements. A knowledge of principles, techniques, and procedures involved in precycling, recycling, composting, waste reduction, and/or materials recovery is desirable. A working knowledge of various marketing methodologies is desirable.

Abilities

Manage and coordinate activities and assigned personnel involved in materials recovery education and marketing programs; design and implement effective public education programs regarding solid waste issues; assist in the development of markets and market contracts for recovered materials; prepare and present speeches and presentations to elected officials and the general public; read, understand, learn, and interpret applicable regulations, codes, and statutes; utilize necessary computer software applications such as word processing, spreadsheet, and data base; prepare and present clear and comprehensive reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, elected officials, various interest groups, and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Marketing, Education, Journalism, Business or Public Administration or a related field of study plus three years of relevant experience. Directly related work experience may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

Performs bending, squatting, kneeling, climbing and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 50 pounds for such items as video equipment; holds and grips objects; possesses *ability* necessary to operate a computer keyboard.

Working Environment

Primarily indoors with heating and cooling regulated, however, may work outdoors during demonstrations, workshops, etc. and therefore susceptible to extreme weather conditions as well as dust and pollen.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Must provide own transportation during assigned working hours; maintain a flexible work schedule to accommodate evening and weekend meetings, programs, etc. as required.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4380
Comments:	Updated Abilities	Date: September 20, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____