



Now Accepting Applications for

PROGRAM MANAGER **(Source Reduction & Recycling Programs)**

Monthly Pay Range
\$6228-\$8278 per month

Filing Deadline: Thursday July 7, 2016 at 5:00 p.m. or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.CalOpps.org Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. This recruitment for the RecycleMore Program Manager position is under the City of San Pablo’s recruitment page.

THE ORGANIZATION

The West Contra Costa Integrated Waste Management Authority (Authority), also known as “RecycleMore,” is a joint powers authority (JPA) created in 1991 by the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo, and Contra Costa County (Member Agencies). The jurisdictional area of the Authority consists of approximately 74 square miles located within the boundaries of the member cities and adjoining unincorporated areas. A seven member Board of Directors appointed by the Member Agencies governs the Authority. Members of the Board of Directors are City Councilpersons from the Member Agencies. A member of the County Board of Supervisors sits as an ex officio member of the Board. The Authority currently has 5 full time equivalent staff positions, and engages consultants and other contract employees to assist with our work.

These contractors include accounting and financial managers, HHW experts, engineers, etc. As a Programs Manager, you will be responsible for managing consultant contracts, managing project and consultant budgets and developing Requests for Proposals for special projects and to solicit outside help.

OUR MISSION

The mission of the Authority is to provide for cost effective compliance with the Integrated Waste Management Act (AB 939) requiring solid waste diversion from landfills, and the reduction, recycling and safe disposal of household hazardous waste. The agency achieved a 68% diversion rate in 2013. This was achieved through the development and implementation of waste diversion programs that educate and serve businesses and residents within the Authority’s jurisdiction. The State has further established the ultimate goal of 75% solid waste diversion by 2020 and the region is on track to meeting that goal. In 2014, RecycleMore entered into a post collection agreement with Republic Services Group. This agreement requires Republic Services to provide post collection recycling, composting, household hazardous waste collection and disposal, and other waste diversion

programs and services. Republic Services is also responsible for outreach and public education programs. A major portion of RecycleMore's responsibilities involve management, oversight, and enforcing compliance with these terms of the post collection agreement.

THE POSITION

The Authority is seeking highly qualified candidates for the Programs Manager position. Under general direction of the Executive Director, the incumbent will perform professional and technical work in managing the Authority's various recycling and waste diversion programs, as well as assist with the development of educational and outreach efforts to provide innovative and collaborative ways to meet the Authority's mission. The incumbent will also: assist with formulating and managing budgets; train and supervise assigned staff; prepare agenda reports and make presentations at Board meetings; assist in the development and administration of professional services contracts, write grant applications and administer awarded grant funding; represent the Authority at various meetings of regional partners and community groups, manage special projects and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for providing specialized expertise and advanced knowledge in the areas of recycling, solid waste management, and related environmental protection issues. Incumbents are required to perform assignments independently drawing upon technical knowledge and expertise of the solid waste management field. The position requires working closely with representatives from each Member Agency, Republic Services Group, regional program partners, local community groups, and members of the public.

EXAMPLES OF ESSENTIAL DUTIES

- Administer and ensure compliance with the requirements of the California Public Resources Code and regulations issued by the California Department of Resources Recycling and Recovery (CalRecycle) involving solid waste reduction and household hazardous waste disposal.
- Provide leadership and direction to ensure establishment of effective community relations, public education/information and outreach program activities directed at residents, schools, and businesses in the areas of waste prevention, recycling, composting, household hazardous waste, and construction and demolition waste. Represent the agency at various community meetings and events.
- Administer and co-ordinate source reduction and recycling activities identified in approved plans for implementation by member agencies, franchised solid waste collectors, generators, and recyclers.
- Provide technical assistance to Member Agencies, solid waste generators, collectors, and recyclers to reduce the amount of landfill waste and provide for the development and monitoring of markets for materials recovered from the solid waste generated within the boundaries of the Authority.
- Analyze and compare alternative source reduction, recycling and composting programs to reduce the amount of waste landfilled.
- Analyze and compare alternative programs for safe collection, treatment, recycling and disposal of household hazardous waste.
- Develop and implement education and public information programs, presentations, community outreach materials and events directed at source reduction and recycling programs in cooperation with Republic Services staff.

- Develop and recommend solid waste reduction and recycling programs. Prepare responses to correspondence; prepare reports addressed to the Authority Board of Directors, Member Agencies, and the public.
- Oversee and participate in maintaining various databases and other systems for assigned programs; participate in researching and collecting data for inclusion into databases; compiles and generates reports.
- Evaluate and provide comments and recommendation on legislative and regulatory proposals at the local, State, or Federal level.
- Prepare and administer requests for proposals for professional and other services necessary to implement Authority programs and related activities.
- Research opportunities for grant funding and other funding assistance, prepare applications for grants and other funding assistance; research, gather, and develop annual program budgets.
- Attends and participates in professional group meetings, keeps informed of new trends and innovations in solid waste management program development and implementation.
- Develop, implement, and oversee special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Resources Code, State and Federal regulations governing waste prevention and recycling activities; operations, services, and activities of a comprehensive solid waste management agency; principles and practices of program development and administration of source reduction, recycling, composting, household hazardous waste disposal, and public education/information programs.
- Community relations skills associated with the implementation and public education of source reduction, recycling, household hazardous waste, composting and other related environmental protection programs.
- Preparation and administration of requests for proposals and grant application; contract administration and management of budget and fiscal controls.
- Theory and principles of supervision and human resource management.

Ability to:

- Develop, implement and monitor progress of source reduction, recycling, household hazardous waste, and composting programs; develop long range program goals.
- Provide public education and community relations associated with the Authority's various environmental protection programs.
- Analyze various situations and take appropriate course of action; analyze budget and technical reports; interpret State, Federal and local laws, rules and regulations associated with environmental protection programs.
- Research data, meet deadlines, apply sound logic and judgment in problem solving. Communicate effectively, tactfully, and persuasively orally and in writing.

- Supervise, train and evaluate performance of assigned staff, volunteers, consultants, and contractors.
- Establish and maintain effective working relationships with those contacted during the course of performing duties
- Ability to speak, read and write Spanish is highly desired.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of increasingly responsible experience in the planning, delivery, operation of source reduction and recycling services with at least one year of successfully managing and operating related programs (such as recycling, composting, waste prevention, household hazardous waste, used motor oil, waste diversion, environmental outreach and education programs.) Public agency experience is preferred.

Education:

Education equivalent to a Bachelor's Degree in Environmental Science, Planning, Public Administration or a closely related field. Master's degree in a related field is highly desirable.

License or Certificate:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

Frequently stand and walk; sit for extended periods; occasionally may be required to lift items up to 10 pounds to a height of up to 6 feet and carry items up to 25 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, photocopiers, printers, and FAX.

WORK ENVIRONMENT:

Office work environment with normal noise levels; off site and in field visits with some exposure to outside conditions; constant contact with staff and general public.

BENEFITS

Retirement: - Public Employees' Retirement System (PERS) 2.5% @ 55 for "classic" members; 2.0% @ 62 for new or current "PEPRA" members.

Medical/Dental Plan: CalPERS Medical insurance plan - 100% of Kaiser Medical Plan premiums paid for employee and dependents. Delta Dental Plan of California, 100% of premiums paid for employee and dependents.

Vision/Co-Pay Rebate Program: The Authority provides a reimbursement plan (up to \$375 annually) for certain out of pocket medical costs, co-payments, deductibles and vision expenses.

Dual Medical Coverage: The Authority will contribute 50% of the amount authorized for health premiums into a deferred compensation plan if employee has medical/dental coverage through another source (e.g. spouse).

Vacation: Accrued at the rate of 112.5 hours per year for the first ten years of service

Administrative Leave: 90 hours of administrative leave granted annually (prorated based on hire date)

Sick Leave: Accrued at 7.5 hours per calendar month of service with unlimited accrual

Holidays: 13 paid holidays annually; 1 floating holiday (7.5 hours) per year, prorated based on hire date

Life Insurance: \$50,000 policy

Educational Incentive Program

Deferred Compensation Plan: All employees are eligible to contribute voluntarily to a 457 Deferred Compensation Plan.

SUPPLEMENTAL QUESTIONS:

Please respond to the following questions:

- 1) Please describe how your education, experience, knowledge, skills and other factors make you uniquely qualified to manage recycling and waste prevention programs. Please include in your response how you would use the four R's (Reduce, Reuse, Recycle and Rot) to develop, organize and implement public outreach and school education programs.
- 2) Please describe your education, training and experience with industry trends, best practices, potential pilot programs, new or emerging technologies and other innovation as related to solid waste reduction.
- 3) Collaboration and cooperative projects with businesses and business organizations, community groups, non-profit organizations, government agencies, elected officials, public utilities, and stakeholders are a "must" for our organization, please describe your experience working with various groups.

APPLICATION/SELECTION PROCEDURES

Applications will be accepted online at www.CalOpps.org . Please click on the "Member Agency" button at the top of the page and select the City of San Pablo link. The recruitment for the RecycleMore Program Manager position is under the City of San Pablo's recruitment page. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

RECYCLEMORE IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.