

West Contra Costa Integrated Waste Management Authority
Job Description

Job Title: Recycling Coordinator/Administrative Assistant
Reports To: Executive Director
FLSA Status: Full Time, Non-Exempt
Prepared Date: April 2016
Approved By: Stan Hakes
Board Approval Date:

Summary Description: The Recycling Coordinator/Administrative Assistant provides administrative support in the development and implementation of programs to achieve West Contra Costa Integrated Waste Management Authority's recycling goals. This position will serve as a customer service champion in response to member agencies and community outreach activities. He/she will assist programs designed to reduce and divert solid waste from landfills and to reduce, recycle and properly dispose of household hazardous waste. He/she will also perform a variety of administrative/clerical duties relative to assigned areas of responsibility.

Essential Duties and Responsibilities (include, but are not limited to the following):

Program:

- Prepares and distributes community outreach brochures, informational materials and communications to expand public awareness of Authorities programs and services.
- Responsible for maintenance and content updates to Authority's website and social media outreach activities.
- Works closely in conjunction with Republic Services and the school district in coordinating the school field trip program and related workshops.
- Facilitates with scheduling, logistics and may occasionally conduct classroom instruction, presentations and workshops at the schools (pre-school through 12th grade).
- May occasionally deliver informative recycling program presentations to groups such as, schools, businesses, residents, and/or associations.
- Exemplifies strong customer service skills when answering the recycling hotline.
- Represents the Authority at community events (such as, fairs, festivals, trade shows and other events): responds to questions, distributes educational materials and information regarding waste prevention, reuse, repair, composting and recycling.
- Conducts waste audits and assists with new and ongoing waste reduction programs for residential and businesses.
- Distributes recycling containers and various public education material to locations in the community (such as, residences and businesses).
- May attend and participate in professional group meetings/events to remain informed of new trends and innovations in recycling program development and implementation.
- Researches and monitors current waste management trends to explore markets for recyclable materials.

Administrative:

- Provides administrative level support to the Executive Director and all staff.
- Provides high level customer service for inquiries about local waste management services.
- Provides support with the preparation of Board packets and reports; may include proofreading and editing Board meeting staff reports.
- Will be responsible for photocopying and preparing agenda packets for distribution.
- Handles scheduling and set up of Authority Board meetings.
- Occasionally attends and records meetings, as necessary.
- May occasionally assist with preparation of proposals/applications for grants and other funding opportunities as they arise.
- Responsible for event planning, organizing and logistics – coordinate services for events including budget, permits and fees, facilities, signage, displays, staff participation and special needs requirements.
- Prepares, collects, tabulates, formats and analyzes survey information.

- Composes, proofs, edits, and disseminates Authority correspondence.
- Screens telephone calls and responds to complaints and requests through the Authorities email and website.
- Provides high level of customer service to member agencies, the public, in person, over the phone, and by email.
- Assists in developing and maintaining database and various spreadsheets to track relevant information.
- Develops educational PowerPoint presentations.
- Responsible for the collection and distribution of incoming and outgoing mail.
- Orders office and equipment supplies, as needed.
- May be required to assist with minor troubleshooting concerns with office equipment and software.
- Manages office files, records, and media library.
- Prepares incoming invoices for payment and processes bi-weekly accounts payable check requests.
- Transcribes digital recordings of meetings; assists in the preparation of Board meeting minutes.
- May serve as petty cash custodian, processes reimbursement and replenishment requests.

Other:

- Occasionally performs certain duties normally assigned to Manager – Office Administration in her/his absence
- Performs other related duties and projects, as assigned.

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Qualifications:

- Demonstrated ability to be detail-oriented, prioritize tasks, and the ability to adapt and accommodate frequent interruptions.
- Strong project management and proven ability to handle multiple tasks and effectively meet deadlines.
- Dynamic, energetic, forward-thinking and creative individual with high standards and an appropriate professional image.
- Proficient in administrative and clerical procedures and systems: word processing; preparing board packets; proposals; managing files and records; designing forms, brochures and publications; and other office procedures.
- Proficient with current office procedures, methods and equipment including computers and supporting word processing, spreadsheet and database applications.
- Proficient with the English language including the meaning and spelling of words, rules of composition, and grammar.
- Effective communication, both oral and written with the ability to work with the public.
- Demonstrated confidence in public speaking and presentation skills.
- Demonstrates strong organizational skills, is proactive and has exceptional attention to detail and follow through.
- Versatility, flexibility and willingness to work changing priorities.
- Highly collaborative and demonstrates willingness to work with the team.
- Competence in methods and techniques of designing and developing promotional and educational materials in support of assigned programs.
- Exemplifies characteristics of a champion of customer service.
- Ability to use discretion and good judgment when privy to sensitive or confidential information.
- Ability to make sound decisions and solve problems.
- Familiarity with the Public Resources Code and other regulatory provisions governing waste prevention and recycling programs helpful.
- Familiarity with general solid waste, recycling, and environmental protection concepts, methods and techniques helpful.
- Experience in graphic design with creation of outreach pieces and/or newsletters helpful.
- Experience in community organizing and/or working with diverse ethnic and socio-economic groups is helpful.
- Familiarity with West Contra Costa County is helpful.

Education or Experience:

- Bachelor's degree with major course work in Environmental Studies, Resource Management, Public or Business Administration, or a closely related field highly preferred.
- 3 – 5 years of relevant administrative experience.
- Interest and experience in environmental issues, public information, education and business.

- Experience with working with children in a classroom and/or outdoor setting.

Language Skills:

- Ability to respond to common inquiries or complaints from the public, regulatory agencies, or member agencies of the business community.
- Ability to create presentations and content for publications and educational materials that conform to prescribed style and format.
- Ability to effectively present information to executive level management, the public, and/or boards of directors.
- Ability to read, analyze, and interpret technical journals, reports, and legal documents.
- Bilingual or multilingual in Spanish or other languages helpful.

Computer Skills:

- Must be highly proficient in Microsoft Office Suite: Word, Excel, PowerPoint and Outlook.
- Ability to use other software programs and Internet tools, as required.
- Ability to type 55 WPM. 10-key skills desired.
- Desired proficiency with Adobe InDesign.

Certificates, Licenses, Registrations:

- Valid CA Driver’s License

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to sit and stand for extended periods of time up to (3-6 hours per day) with intermittent walking.
- Regularly required to use hands and fingers to write by hand, operate a computer keyboard and mouse to perform general office functions.
- Occasionally required to stoop, kneel, crouch, and reach with hands and arms.
- Regularly requires the ability to speak, hear and exchange information.
- Must have visual acuity near and far, depth perception, field of vision, ability to focus on an object and ability to identify and distinguish colors.
- Occasionally may be required to lift and/or move bulky items weighing up to 30 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primary office work environment and occasional classroom or training environment with moderate noise levels.
- Off site and in field visits which may be louder or chaotic at times and may require special protective equipment such as; hearing protection, etc.

Acknowledgment: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This job description does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Signature Employee

_____ Date _____

Signature Manager

_____ Date _____