



Now Accepting Applications for

Recycling Coordinator/Administrative Assistant

Monthly Pay Range

\$3,874.95 – 5,173.11 per month

Filing Deadline: Thursday, September 15, 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 Recycling Coordinator/Administrative Assistant 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.

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 accomplished 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 Recycling Coordinator/Administrative Assistant position which 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 with 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 regular administrative/clerical duties relative to assigned areas of responsibility supporting members of the management staff.

DISTINGUISHING CHARACTERISTICS

This is a non-management classification responsible for providing support to both the recycling and waste prevention program activities as well as assisting with the day to day administrative functions of the agency. The position will receive assignments from both the Program Manager – Source Reduction & Recycling and the Manager – Office Administration. The ideal candidate will have an interest and basic knowledge in the areas of recycling and source reduction, solid waste management, and related environmental protection issues as well as prior experience working in a clerical or office administration position. The incumbent will split their time working in the office and working out in the field. The position requires excellent customer service skills and the ability to work closely with members of the public. The ability to prioritize and manage varying assignments is essential. The ability to stay organized and pay attention to small detail will assist the incumbent to complete their assignments efficiently. The position requires the ability to remain flexible in a demanding work atmosphere and requires frequent use of tact, discretion, and a high degree of professionalism.

EXAMPLES OF ESSENTIAL DUTIES

Recycling and Waste Prevention Programs:

- Prepares and distributes community outreach brochures, informational materials and communications to expand public awareness of Authority's 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.

- Screens telephone calls and responds to inquiries, complaints and requests related to local recycling and waste management services. Handles same type of inquiries received through email and website.
- Provides high level of customer service to member agencies and the public in person, over the phone, and by email.
- 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.
- Transcribes digital recordings of meetings; assists in the preparation of Board meeting minutes.
- Develops educational PowerPoint presentations.
- 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.
- Composes, proofs, edits, and disseminates Authority correspondence.
- Prepares incoming invoices for payment and processes bi-weekly accounts payable check requests.
- May serve as petty cash custodian; processes reimbursement and replenishment requests.
- Manages office files, records, and media library.
- Responsible for the collection and distribution of incoming and outgoing mail.
- Orders office supplies and equipment as needed.
- May assist with minor troubleshooting concerns with office equipment and software.
- May occasionally assist with preparation of proposals/applications for grants and other funding opportunities as they arise.
- Prepares, collects, tabulates, formats and analyzes survey information.
- Assists in developing and maintaining database and various spreadsheets to track relevant information.

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.

MINIMUM QUALIFICATIONS

- Demonstrated ability to be detail-oriented, prioritize tasks, and accommodate frequent interruptions.
- Possesses strong organizational skills, is proactive, and is able to apply exceptional attention to detail and follow through on projects to completion with minimal supervision.
- Strong customer service skills, ability to apply professionalism in appearance and interactions with members of the public, elected officials, vendors, agency partners, and member agency staff.
- 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; photocopying; FAX; assembling documents; distributing materials via email and regular mail; applying basic business mathematics; managing files and records; designing forms, brochures and publications; proofing and correcting written documents, reports, and forms.
- Proficient with current office procedures, methods and equipment including computers and supporting word processing, spreadsheet and database software and applications (MS Office, Adobe).
- Proficient with the English language including the meaning and spelling of words, proof reading, 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.
- 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.
- Familiarity with website editing, and social media (Face Book, Twitter) is 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.

Language Skills:

- Ability to respond to common inquiries or complaints from the public, regulatory agencies, or member agencies and the business community in writing or over the telephone.
- 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.

EXPERIENCE AND EDUCATION

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

Experience:

Minimum three to five (3 – 5) years of relevant administrative work experience. Interest and experience in environmental issues, public information, education and business. Experience with working with children in a classroom and/or outdoor settings.

Education:

Education equivalent to Bachelor's degree with major course work in Environmental Studies, Resource Management, Public or Business Administration, or a closely related field highly preferred.

License or Certificate:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

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.

Office work environment with normal noise levels; off site, field visits, and special outdoor events with moderate exposure to outside conditions; constant contact with staff and general public; may occasionally work some weekends or evenings.

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 75 hours per year for the first three years of service; after 3 years of service vacation will accrue at 112.5 hours per year.

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) You are asked to visit a local floral shop to educate the business owner on the benefits of reducing the amount of the garbage the business generates. Which two of the 4 R's (Reduce, Reuse, Recycle, Rot) might you suggest to the owner of a floral shop to implement, and what would be your explanation on how these methods help reduce garbage?
- 2) List the clerical/administrative duties you have performed in your current or previous work assignment. Describe any unique experiences that occurred while performing these duties that help qualify you for this position.
- 3) The assigned duties for this position will have two areas of focus: recycling/waste prevention programs and office administration. What tools or methods would you use to make sure you stay organized and on top of your assignments? How would you handle a work load that was assigned to you by two different people?

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.