

SNOHOMISH COUNTY CLASS SPECIFICATION

WASTE REDUCTION PROGRAM COORDINATOR

Spec. No. 2150

BASIC FUNCTION

To direct the Solid Waste Division's recycling and waste reduction programs and develop strategies designed to reduce Snohomish County's quantity of solid waste.

STATEMENT OF DUTIES

1. Plans and implements program goals and objectives, budget controls, and program activities for recycling operations, educational programs and promotional events.
2. Supervises and evaluates the work of subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
3. Oversees public education programs; develops specific curriculum and recycling activities for schools; develops educational and promotional efforts for community education regarding recycling, waste reduction and composting.
4. Plans and implements promotional events to promote increased recycling awareness, such as exhibits, displays and other special events.
5. Evaluates effectiveness of recycling and educational programs; maintains knowledge of current waste reduction technology; analyzes data; and prepares reports on effectiveness of programs.
6. Administers contracts with outside agencies for recycling sites and for recycling and marketing a variety of materials; monitors contract budgets and evaluates contract performance in relation to the County Comprehensive Solid Waste Management Plan.
7. Develops video programs to address the county's approach to garbage-related issues for schools and community groups.
8. Represents Snohomish County before a variety of special interest, governmental and educational groups; speaks on recycling and waste reduction issues; provides staff support to and coordinates recycling efforts for outside groups.
9. Develops and maintains effective working relationships with media representatives; edits publications; develops brochures and other communications and promotional material.
10. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

A bachelor's degree in communications, marketing, business or public administration or a related field and three (3) years experience in recycling or solid waste planning; OR, any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- public relations, advertising and government relations principles and practices;
- recycling and solid waste management;
- the principles and practices of planning, organization and supervision;
- the principles and practices of grant writing, contract negotiation and administration;
- educational methods and curriculum development;
- current literature, trends and developments in waste reduction.

Ability to:

- plan and coordinate recycling and waste reduction programs and projects; prepare a variety of educational and promotional materials;
- deliver speeches and make other public presentations;
- supervise and evaluate the work of subordinate employees;
- communicate effectively, both orally and in writing;
- allocate and make effective use of available resources;
- establish effective working relationships with staff, public officials, governmental agencies, the media, community and business groups, and the general public;
- research and write grant proposals.

SUPERVISION

The employee reports to and receives direction from a division director. The employee supervises full-time staff and may supervise temporary employees. The work requires considerable independent judgment and discretion in developing and achieving work unit goals and objectives. The work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

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WORKING CONDITIONS

Work is primarily performed in an office environment with trips to various locations throughout Snohomish County to attend meetings and coordinate projects. Evening and weekend attendance at meetings and events may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 1984

Revised: April 1988

Previous Spec No. 294

EEO Category: 2 – Professionals

Pay Grade: 243 – Classified Pay Plan