

## GENESEE COUNTY

### RECYCLING ADMINISTRATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is a unique position which is created under the authority of an Intermunicipal Agreement entered into pursuant to the General Municipal Law among the Counties of Genesee, Livingston and Wyoming. The three counties are represented by the Region Solid Waste Management Committee which has created the position and by whom the Administrator is appointed. The Recycling Administrator has been given the authority to carry out the policy decisions of the Committee.

Organizationally, the Administrator's position will be created within the Genesee County Planning Department, but will report directly to the Committee. The Genesee County Planning Director will provide accountability for payroll, personnel and administrative matters.

The incumbent is responsible for coordinating all region-wide materials recycling activities, and advises the Committee, as well as the three County Legislatures/Boards of Supervisors, on policy matters. The Administrator also administers the day-to-day aspects of recycling projects in the three Counties. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Coordinates region-wide materials recycling activities;  
Develops, implements and evaluates recycling demonstration projects;  
Assists in preparing and implementing a comprehensive recycling plan;  
Provides assistance to municipalities, businesses and institutions in developing and implementing recycling strategies;  
Serves as liaison to outside interested parties including: recycling advocacy groups, business and community service organizations, and state and local agencies;  
Assists in the preparation of capital and operating budgets and grant applications for recycling activities and household hazardous waste collections;  
Coordinates and runs a yearly household hazardous waste collection and separate electronics collection;  
Initiates and coordinates updates and renewal of the biennial Intermunicipal Cooperation Agreement (IMA) that governs GLOW;  
In consultation with Committee members sets agendas for meetings;  
Takes notes during meetings and types minutes after meetings;  
Performs financial functions such as: checking Genesee County invoices against what was approved by GLOW and paid by GC on GLOW's behalf; creates monthly billing summaries and tracking sheets; keeps GC Treasurer's office apprised of expected State grant reimbursements.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of public relations; working knowledge of solid waste management and recycling issues; excellent written and oral communication skills; business and management skills regarding program development and evaluation, cost effectiveness, marketing and contracting; ability to work effectively with advisory groups, government officials and private business; ability to work independently within the scope of general direction.

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.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A. Possession of a Bachelor's degree or higher and one (1) year of full time paid experience, or its part-time equivalent, in government, office management, program/grant administration or a closely related field;

**OR:**

- B. Possession of an Associate's degree and three (3) years of full-time paid experience, in government, office management, program/grant administration or a closely related field;

**OR:**

- C. Five (5) years of full-time paid experience, in government, office management, program/grant administration or closely related field;

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**MINIMUM QUALIFICATIONS, Cont'd:**

**OR:**

- D. An equivalent combination of education, training and experience as defined by the limits of (A) and (B) above.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.”

PART-TIME AND VOLUNTEER EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid NYS Driver's License.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class

Adopted 12/19/88

Revised 6/14/89, 6/4/91, 1/24/97, 5/21/97, 2/24/04, 10/7/22, 2/9/23