

## **\*\*\*JOB ANNOUNCEMENT\*\*\***

Job Title: **Recycling Coordinator/Administrative Assistant**

Department: **General**

Classification: **Hourly, Non-Exempt**

Announcement Number: **20-18**

Announcement Date: **October 22, 2020**

Closing Date: **When Position is Filled**

### **Essential Functions:**

- ❖ Promote The City of Guntersville Recycling Program by education, event planning, local news media, social media, and other means necessary.
- ❖ Serve as Guntersville's Keep America Beautiful Affiliate Representative.
- ❖ Coordinate with local schools and civic organizations to provide community education about recycling, anti-litter, and Keep America Beautiful programs and events.
- ❖ Prepare grant applications to fund recycling program or program enhancements; Completes paperwork, record keeping, monitors and/or submits reports to fulfill grant requirements.
- ❖ Identify or investigate new opportunities for materials to be collected and recycled.
- ❖ Identify and resolve customer service issues.
- ❖ Submit quarterly solid waste reports to State of Alabama.
- ❖ Assist in the compliance of state ADEM and federal EPA regulations related to solid waste management and municipal ordinance compliance.
- ❖ Maintain records and coordinate training as required by ADEM for all landfill operators.
- ❖ Performs a variety of administrative activities in support of departmental operations, which include: answering phone, taking messages, and transmitting messages; responding to request for information; filing; making copies; typing of documents; responding to walk-in customer inquiries.
- ❖ Receives, reviews, and processes applications for permitting and licensing as needed; Prepares, and/or processes permitting and licensing billings, fees, and payments.
- ❖ Performs related work as assigned or required.

### **Knowledge, Skills, and Abilities:**

- ❖ Some knowledge of City of Guntersville Recycling Program, ordinances, and guidelines.
- ❖ Knowledge of grant writing.
- ❖ Proficient in Microsoft Office, internet, and applicable software.

- ❖ Excellent presentation and public speaking skills.
- ❖ Excellent oral and written communication skills.
- ❖ Excellent organizational, customer service, and problem-solving skills.
- ❖ Ability to perform routine clerical and secretarial tasks, including the use of copy machine, calculator, and multi-line telephone.
- ❖ Ability to professionally represent the City to the general public, outside groups, organizations, and associations.
- ❖ Ability to facilitate proper and efficient record keeping.
- ❖ Ability to plan, schedule, coordinate, and oversee recycling and anti-litter events.
- ❖ Ability to read and interpret federal, state, and city regulations and ordinances relating to recycling, litter, and solid waste.
- ❖ Ability to work flexible hours to include weekends.
- ❖ Ability to attend training and professional/public meetings as required.
- ❖ Ability to establish and maintain an effective working relationship with supervisors, co-workers, subordinates, organizations, associations, general public, and those contacted in the course of work.
- ❖ Ability to perform essential job functions.

**Minimum Qualifications:**

- ❖ Graduation from an accredited high school or G.E.D equivalent. Associates degree in Business Administration or related field preferred.
- ❖ Possess a valid State of Alabama driver's license with driving record suitable for insurability.

**Physical Requirements:**

- ❖ Ability to lift and carry at least 20 pounds; ability to walk, kneel, squat, bend, push, pull, and to sit for prolong periods of time at desk.

**Application Process:**

Applications may be obtained from the City of Guntersville Personnel Office at 341 Gunter Avenue, Guntersville, AL or visit our website at [www. guntersvilleal.org](http://www.guntersvilleal.org). Completed applications for qualified applicants should be returned to Ms. Renea Bradley Rowan, Personnel Director. Applications will be accepted until **position is filled**.

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EQUAL OPPORTUNITY EMPLOYER  
WE PARTICIPATE IN E-VERIFY

Date Posting removed\_\_\_\_\_