**Recycling Outreach Coordinator**

The Wood County Commissioners are accepting applications until 4:30 p.m. on April 5, 2019, for a full time Recycling Outreach Coordinator to promote community awareness of responsible recycling and solid waste management. Successful candidates will have prior public speaking experience along with strong computer skills including experience with Microsoft Office, Word Press, Adobe Illustrator and Photoshop. Position requires working some evenings and weekends. A full position description is available on the County’s website, [www.co.wood.oh.us](http://www.co.wood.oh.us).

Salary: Pay Grade 5 - $17.29 Minimum

Minimum Qualifications: Bachelor’s degree in Education, Communication or Marketing, or any equivalent combination of education and experience that allows you to perform the essential functions and demonstrate the requisite knowledge, skills, and abilities for this job. Requires a valid driver’s license.

For required employment application visit the County’s website at [www.co.wood.oh.us](http://www.co.wood.oh.us) or contact the Wood County Commissioners’ Office, 5th Floor, County Office Building, One Courthouse Square, Bowling Green, Ohio 43402, Monday through Friday, from 8:30 a.m. to 4:30 p.m.

WOOD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
WOOD COUNTY, OHIO
POSITION DESCRIPTION

POSITION: Recycling Outreach Coordinator  PAY GRADE: 5
DEPARTMENT: Solid Waste Management District  STATUS: Classified, FLSA Non-Exempt

PURPOSE OF POSITION

The purpose of this position is to provide outreach to the public to promote community awareness of responsible recycling and solid waste management in compliance with the Solid Waste Management Plan.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Participates in various community and university events to promote recycling; designs and coordinates new displays for each event about the importance of recycling, answers recycling questions and distributes information, responsible for set up and tear down of displays and maintaining presence at events; may assist in planning and coordinating of these events.

Update and create recycling brochures; create advertising to promote recycling; designs and produces promotional materials; creation of press releases for recycling reminders and successes; coordination of our quarterly electronic newsletter; creation of year-end summary of all recycling efforts and activities for distribution to the jurisdictions and the public; radio show appearances to promote recycling; and creation of theme and coordination of Annual Billboard Contest.

Must regularly propose and create new recycling presentations/activities to offer to the public; schedules and presents recycling presentations to all ages; reach out and promote our presentations to new groups; and conducts tours of the Landfill (emphasizing why it is important to recycle as much as possible).

Assist with coordinating recycling events: tire amnesty, household hazardous waste, battery round-ups, electronic waste collection, etc.; seek out grants to help offset costs and administer the same; advertise for events and reporting of the success.

Create and offer workshops for composting, solid waste management and recycling; update and market resource library lending and loan box programs.

Actively promotes the current recycling campaign as well as creation and promotion of new campaigns.

Coordinates the compilation of the Annual District Report for submission to the Ohio Environmental Presentation Agency; assists with the required Solid Waste Management Plan updates and rewrites; recommends recycling outreach activities in accordance with the Solid Waste Management Plan.

Throughout the year, reach out to area businesses and industries to encourage more of them to recycle and fill out information for the Annual District Report thus ensuring we have as many recycling and reporting as possible. Provide recycling information as well as promote and assist them with waste audits.

Propose ideas to promote community awareness of the importance to recycle and implementation of the same; as needed, attend jurisdiction meetings to speak about recycling successes and/or issues; and reach out to community events to encourage them to recycle by promoting our Clear Stream containers loan program.

Attends and participates in pertinent recycling meetings, conferences and task forces; participate in the various recycling organizations to hear best practices, etc.

Regularly maintains department website to ensure it is current and interactive for maximum public benefit.

ADDITIONAL FUNCTIONS

Provides administrative and clerical assistance as needed.
Attends to 24/7 Residential Mixed Recycling Drop-off sites as needed (including litter clean-up and checking for non-recyclables).

Assists with grant writing and management as needed.

MINIMUM QUALIFICATIONS

Bachelor’s degree in Education, Communication or Marketing or any equivalent combination of education and experience that allows you to perform the essential functions and requisite knowledge, skills, and abilities for this job. Requires a valid driver’s license.

PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to perform basic level of data analysis including the ability to evaluate, analyze, review, classify, categorize, prioritize, and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

**Human Interaction:** Requires the ability to represent the County at meetings. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

**Verbal Aptitude:** Requires the ability to utilize a variety of advisory data and information such as financial statements, technical operating manuals, statutes, procedures, guidelines, and non-routine correspondence.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems such as supervising, managing, leading, teaching, directing, planning, coordinating, and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as a computer and other office and educational machines and/or related materials used in performing essential functions.

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of moderately light objects and materials. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Requires the ability to recognize and identify similarities or differences between characteristics of colors and shapes associated with job-related objects, materials, and tasks.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.