



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: RECYCLING SPECIALIST I – II

DEFINITION: Under general supervision, performs increasingly responsible administrative and technical duties in the development, implementation and monitoring of the City's recycling programs and waste reduction activities.

REPORTS TO: Administrative Analyst

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the routine duties of the classification.

Grade Level II - Performs the full range of duties of the classification and may serve in a lead capacity over subordinates.

EXAMPLES OF DUTIES:

- Develops, implements and monitors the City's recycling and waste reduction activities for compliance with State-mandated recycling goals;
- Collects, compiles and analyzes financial, statistical and technical data relating to recycling and waste reduction activities;
- Provides technical assistance and interprets plans, regulations and procedures to the public, private refuse haulers and commercial and industrial companies;
- Writes reports and makes presentations to business and community groups;
- Develops, implements and coordinates public education activities;
- Prepares and monitors grant funding, permit fees and other methods of financial support for recycling and waste reduction programs;
- May act as the main liaison with the City's Private Haulers Task Force;
- May coordinate the Recycling market Development Zone Program with city departments and private companies;
- May assign, train and direct subordinate personnel;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited four-year college or university with a Bachelor's degree;

Six months experience in the development, implementation or administration of public or private recycling and waste reduction programs and activities;

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis;

Ability to effectively communicate both orally and in writing;

A valid motor vehicle operator license;

Willingness to work occasional evenings or weekends.

HISTORY:

Established 12/22/92

Approval/Adoption Dates: 12/11/92 – Human Resources Department
12/23/92 – Civil Service Commission