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