

RECYCLING PROGRAM MANAGER
(Recycling Specialist)
Department of Public Works--Environmental Services

PURPOSE: Under the direction of the Sanitation Services Manager, the person in this position will manage, market, and expand the City's recycling program by working with City resources, local private recycling firms, neighborhood organizations, schools, and the general public.

ESSENTIAL FUNCTIONS:

- ❖ Manage the citywide Recycling program.
- ❖ Manage the City's multi-million dollar State recycling grant.
- ❖ Plan, supervise, and implement recycling projects.
- ❖ Plan, conduct and document various studies in waste stream composition, collection methods and other technical aspects of recycling.
- ❖ Compose, implement and manage ordinances.
- ❖ Establish contracts or other agreements necessary to market recycling materials.
- ❖ Supervise campaigns and programs to increase waste prevention, reuse, and recycling.
- ❖ Represent the Division before various Committees.
- ❖ Train field personnel on recycling issues.
- ❖ Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in public administration, business administration, environmental sciences, or a related field from an accredited college or university.
2. Three years of experience performing duties within the area of recycling.
3. Marketing experience is desirable.
Note: Equivalent combinations of training and experience may also be considered.
4. Valid driver's license at the time of appointment and throughout employment.
5. City of Milwaukee residency within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS & ABILITIES:

- ❖ Knowledge of these topics: Federal, state, and local laws and regulations related to recycling; waste prevention, reuse, recycling, and disposal infrastructure, systems and protocols; resource conservation; governmental structure and operations; data accumulation and tracking techniques; management systems; government procurement and contract management.
- ❖ Ability to carry out these functions: Manage complex program area; design, plan, and work with budgets; motivate and manage personnel; communicate effectively, both orally and in written format; raise funds and write grants; conduct research and analysis; work with public, private, and government agencies; use a personal computer, including word processing programs and spreadsheet software.

THE CURRENT SALARY RANGE (07) IS: \$50,383 to \$70,532 annually.