

JOB ANNOUNCEMENT

The Alton Public Works Department is seeking to hire a full time **Recycling Coordinator**. Under the immediate supervision of the Public Works Director, will serve as coordinator for the Alton Recycling Program, residents, commercial and all entities involved in education and collection of recycling items. Organizes and plans educational presentations for schools and other entities as requested. Coordinates the sales and the distribution of recyclable items collections with vendors. Responsible for documentation, record keeping and reporting to the Council of Government and Solid Waste Grants Committee. Responsible for grant reports, monthly and weekly reports. Responsible for creation of marketing, public service announcements and reports to media. Maintains an accurate filing system supporting documentation and will be thoroughly familiar with Alton Public Works and Municipal policies/procedures.

Required Knowledge:

Thorough knowledge in public customer service, communications and computer skills. Thorough knowledge in recycling and environmental issues that may exist in our area.

Thorough skills required to plan events, establish good working relationships with recycling vendors and contractors. Have good rapport with school officials and other entities that may be involved with recycling efforts.

Must have good written and oral communications skills.

Must have the ability to read, understand, interpret and apply procurement policies and regulations, plans and established priorities.

Establish and maintain effective working relationships with others

Attends trainings, workshops and seminars as required.

Requirements:

Associates degree in closely related field or 2 years minimum work experience in closely related fields may be substituted. Additional applicable work experience may be substituted for the required Associates degree, licenses, and/or certificates required. A combination of training and experience that provides the required knowledge, skills and abilities will be considered in lieu of Associates degree.

Apply at Alton City Hall, 509 South Blvd, Alton, Texas 78573, Monday – Friday from 8:00am to 5:00pm.

(No Phone Calls) **Rate of Pay DOQ – Open until filled**