

ASSISTANT TO COMMISSIONER (ENVIRONMENTAL FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Commissioner of Environmental Facilities, an incumbent of this class is responsible for representing the department with municipal officials, residents, businesses and other groups to educate and inform on existing and new solid waste and recycling programs and initiatives. Further, the incumbent will participate in the development and implementation of new programs and specific initiatives, communicate with vendors and assist in preparing reports relating to solid waste management programs, ensuring that the goals and objectives set forth by executive leadership are effectively carried out. This position exercises considerable contact with municipal officials and other County officials and private entities. There is considerable leeway for independent judgment and initiative in carrying out assigned projects. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates with municipal officials and local municipal conservancy and environmental groups on the availability of department waste, recycling and waste reduction programs, including food waste, recycling, electronic waste recycling, textile recycling, lithium-ion battery disposal, paper shredder events and other programs and initiatives;

Consults with the Commissioner and/or senior leadership on a regular basis to facilitate the implementation of new initiatives, or to enhance existing conditions in support of the department's goals and objectives;

Participates in the rollout and implementation of new waste and recycling programs; liaise with municipalities, other County departments, residents, businesses and local environmental groups to provide information, update and advise on new solid waste, recycling and waste reduction programs;

Represents the Commissioner and senior leadership at meetings as appropriate; reports meeting events as requested to senior leadership timely;

Assists municipalities in the implementation of recycling and waste reduction strategies;

Communicates with contractors/vendors providing programmatic services on behalf of the department;

Analyze programmatic data, research trends relating to departmental programming and operations and prepare reports as needed;

Briefs the Commissioner and senior leadership on matters of which he/she should be aware;

May attend managerial meetings in any division of the department, as requested by the Commissioner.

Uses automated systems or other computer applications such as word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of effective organization and management principles and practices; thorough knowledge of the techniques and methods used in administrative analysis; good knowledge of the department's organization, policies, procedures and objectives; good knowledge of solid waste and recycling programs and trends; good knowledge of the department's automated and manual procedures and the application of the systems approach to improving information requirements; ability to support recommendations both verbally and in writing to supervisory and affected program staff; ability to gather and analyze data and draw conclusions; ability to prepare detailed written reports and procedures; ability to comprehend and carry out written and oral instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's degree and six years of experience in legislative affairs, public administration, governmental liaising public affairs, legislative affairs or public relations which involved working on environmental, solid waste and/or recycling programs.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J. C.: Pending
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Job Class Code: E1016
Job Group: E12