

## PROGRAM SPECIALIST (SOLID WASTE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for implementing and administering the County's Solid Waste and Recyclables Collection and Licensing Law. Duties include developing and maintaining detailed records and files of the Solid Waste Licensing Commission; creating and sharing materials at the direction of the Executive Director or Deputy Director to educate haulers and the public about the mission of the Commission and maintaining liaison with industry parties. Independent judgment is exercised within prescribed policies. Incumbents may supervise the work of a small clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists the Westchester County Solid Waste Commission in the implementation of rules, regulations and licensing procedures regarding the collection, storage, and disposal of solid waste and recyclables;

Develops and maintains a variety of administrative procedures (filing systems, licensing, registration and application procedures, record keeping procedures, fee handling and accounting procedures, etc.) necessary for the smooth operation of office functions;

Provides liaison between the Westchester County Solid Waste Commission and industry personnel;

Distributes, receives, and tracks applications under the guidelines of the legislation; receives fees; issues licenses and registrations;

Uses automated office systems to record receipt of fees, track revenues, applications received, licenses, permits and registrations issued, etc. and assists in departmental budget preparation to ensure continued departmental 'self-funding' ;

Participates in establishing and modifying fees charged for licenses and registration;

Creates and maintains a database of solid waste and recyclable collection services for use by consumers;

Maintains a current listing of all registered vehicles of licensees;

Develops implements and circulates educational material regarding newly established rules, regulations and procedures and answers inquiries regarding them;

Maintains records of all registered vehicles, licenses and registrations, fees, and applications;

Assists in ensuring office inquiries are responded to in a timely manner, including assisting with phone and front desk coverage;

Participates in the preparation of reports of Commission activities, including an annual report;

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

May perform other tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of public administration; good knowledge of environmental laws, regulations and the Westchester County Solid Waste and Recyclables Collection Licensing Law; ability to participate in overall agency objectives; ability to compile, create and communicate reports and technical data, both verbally and in writing; ability to coordinate the work of others; ability to deal with the public, other agencies, the industry and interested parties regarding licensing program requirements; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; reliability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) A Bachelor's Degree\* and two years of experience where the primary function of the position was in consumer protection, inspection, licensing, investigation, or code enforcement; (b) Bachelor's Degree in Public Administration, Business Administration or closed related fields, and one year of experience required in (a); (c) Bachelor Degree, and three years of Law Enforcement experience in a governmental agency.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in Public or Business Administration, or Environmental Science or a closely related field may be substituted for one year of experience.

NOTE: Experience obtained as an intern in public administration may be substituted on a year for year basis.

\*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