

## STAFF ASSISTANT (SOLID WASTE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for coordinating plans, conducting studies and surveys of local municipal solid waste streams and assisting in the development of public relations programs in order to encourage municipal source separation. In addition, an incumbent maintains data and records on volume and composition of local recycling programs and prepares periodic reports. An incumbent also prepares grant applications for private and public funding. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts as liaison between the Westchester County Solid Waste Management Division and municipal and inter-municipal recycling projects;

Researches and assists in the preparation of applications for Federal, State, and private technical and financial assistance for source separation projects;

Acts as liaison with various private sector companies and groups in the recyclable materials market;

Develops and studies statistical data to support proposed and ongoing programs;

Assists in coordinating local source separation programs with the County's overall Solid Waste Resource Recovery Plan;

Compiles information files on source separation projects including materials and equipment available to municipal governments;

Schedules regular visits to all County municipalities to learn and share information on source separation programs and techniques;

Assists in developing, with the cooperation of local municipalities, a uniform standard recordkeeping and accounting system for recycled materials;

Assists in coordinating administrative hearings on enforcement of the Country's Source Separation Law, including drafting hearing notices and correspondence and contacting respondents;

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 incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of Solid Waste Management; good knowledge and understanding of the goals and techniques of marketing and program communication; good knowledge of goals and techniques of energy and materials conservation for the protection of the environment; ability to support and participate in overall agency objectives and programs as it relates to Municipal Recycling programs; ability to write reports and present material graphically; ability to deal effectively with the public and local media; ability to plan, organize and present ideas clearly and concisely, both orally and in writing; ability to cooperate with and gain the cooperation of others; ability to effectively use computer applications such as spread sheets, word processing, calendar, e-mail and database software; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) Bachelor's Degree\* in Environmental Studies, Environmental Science or a closely related field or (b) Bachelor's Degree and one year of specialized experience which involved assisting in the development or implementation of events or programs focused on recycling or solid waste management, or (c) five years of general experience where the primary function of the position was secretarial, office management, staff or administrative support\*, and one additional year of specialized experience as described in (b).

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Bachelors Degree\* may be substituted on a year for year basis for up to four years of the general experience. Satisfactory completion of a Master's Degree in Environmental Studies or a related field may be substituted for the specialized experience.

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

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

\*\*DEFINITION: Staff support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review or department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day-to-day operations of a department would not be qualifying experience.

West. Co.  
J.C.: Competitive  
EMRC

Job Class Code: C1674  
Job Group: VIII