



Del Norte Solid Waste Management Authority

Invites Applications for position of

FACILITIES & PROGRAMS COORDINATOR

SALARY: **Beginning biweekly salary** **\$1,778.84**

JOB OPPORTUNITY AND APPLICATION:

Del Norte Solid Waste Management Authority is currently accepting applications for the position of Facilities and Programs Coordinator. This recruitment will establish an eligibility list that may be used for future vacancies. Applications are available at the Del Norte County Human Resources, 981 H Street, Suite 250, Crescent City, CA 95531, (707) 464-7213, or www.co.del-norte.ca.us. **A standard application is required. Resumes are encouraged, but will not be accepted in lieu of required application materials. Applications that are incomplete as of the final date to apply will be eliminated from consideration. Applications will be accepted until 5:00 P.M. on Friday, March 24, 2017.**

ESSENTIAL DUTIES:

Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent (s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. Performs complex professional tasks related to planning, implementing, monitoring and reporting regarding solid waste, recycling, composting, special waste, household hazardous waste. Acts as advisor in the planning and execution of assigned projects and manages various Authority programs. Prepares grant applications, scopes of services for professional contractors, preliminary and final designs, plans and specifications, requests for proposals, invitations to bid, and related quantity estimates. Prepares and presents written and oral reports and graphic presentations related to solid waste planning, monitoring and compliance, resolutions and Ordinances to the Del Norte Solid Waste Management Authority Board of Commissioners, the Del Norte County Board of Supervisors, the Crescent City Counsel and other agencies, departments, and advisory groups as needed. Conducts on-site inspections of facilities, both public and private, to obtain field data for planning and compliance. Manages and inspects programs and work in progress for compliance with Federal, State, and local regulations. Plans and organizes outreach and education activities. Assists the Director in the management of Authority contractors, review of contractors' reports, and addressing customer complaints. Acts as head of the Del Norte Solid Waste Management Authority in the absence of the Director. Serves as staff support to the Del Norte Solid Waste Task Force. Serves as Refuse Site Attendant and assigned stand-by duties as needed. Performs all other related duties as required.

JOB REQUIREMENTS, QUALIFICATIONS AND DIFFICULTY OF WORK:

Knowledge of the methods, practices, procedures, and legal requirements associated with development and implementation of a County-wide integrated waste management program in California. General knowledge regarding the laws, regulations and agencies and their respective responsibilities for managing solid waste, recycling, composting, landfills, and Authority facilities. Knowledge of hazardous waste management and recycling procedures and equipment. Ability to use computers, electronic spreadsheets, word processing, and graphic software for effective analysis and communications. Ability to comprehend and navigate laws, regulations, and requirements related to solid, integrated, and hazardous waste management. Ability to gather data and prepare accurate comprehensible reports. Ability to investigate and provide comparative analysis of new software, alternative program, outreach, or compliance approaches, and related equipment. Ability to communicate regarding complex issues quickly and accurately.

SPECIAL REQUIREMENTS:

Requires the abilities to maintain mental capacity which allows exercise of sound judgment and rational thinking under varied circumstances; to think and act quickly in emergencies; and effectively deal with personal change. Requires the ability to traverse hilly and uneven terrain and lift up to 50 pounds for the purpose of moving materials and equipment, and collection of data at the Crescent City Landfill and other Authority facilities.

MINIMUM QUALIFICATIONS:

Possession of a valid California Driver's License. A Bachelor's degree from an accredited college or university in waste management, planning, engineering, public policy or related fields AND two (2) years of increasingly responsible professional experience in integrated waste management or related field; or an equivalent combination of education and experience.

SELECTION PROCESS:

All applications will be reviewed and those individuals with backgrounds most closely meeting the needs of the Authority will be selected for further review. An eligibility list will be established upon completion of the oral interview. Expenses incurred in connection with the interview shall be the burden of the applicant. The Del Norte Solid Waste Management Authority does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in any of its programs or activities.

CONDITION OF EMPLOYMENT:

In compliance with the Immigration Reform and Control Act, Del Norte Solid Waste Management Authority is required to verify, within three days of employment of any person, that he/she is:1) a citizen or national of the United States; 2) an alien lawfully admitted for permanent residence or authorized by the Immigration and Nationalization Service to work in the United States.

COMPENSATION:

Facilities and Programs

Coordinator -	\$1,778.84	\$1,867.77	\$1,961.16	\$2,059.21	\$2,162.17
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BENEFITS:

A generous package of benefits is provided, including: health and dental care benefits, life insurance, and a retirement plan. In addition, employees in this position are entitled to five (5) days of vacation per year in addition to the time outlined below.

Paid annual leave: Vacation- five (5) working days the first year; after one year of continuous service ten (10) working days per year; after five (5) years of continuous service- fifteen (15) working days per year; after ten (10) years- twenty (20) working days per year; after fifteen (15) years- twenty-five (25) working days per year. Floating Holidays- three (3) working days each fiscal year. Sick leave- eligible employees earn a rate of one (1) day of sick leave with pay for each month of service from the date of employment, accrued on a biweekly basis. Holidays- thirteen (13) each year.

Retirement: The Authority is a member of the Public Employee’s Retirement System (PERS) integrated with Social Security.

Group Insurance: Authority pays a portion of the employee’s health, dental, and life insurance premiums with dependent health and dental care benefits available at group rates.

Voluntary Deferred Compensation Plan: Employees may elect to have a percentage of their salary deferred for pre-tax investment.

NOTE: The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as an employment contract.

DEL NORTE COUNTY:

Del Norte County is located in the North coast corner of California on a singularly beautiful portion of California’s North coast in the heart of the Redwood Forest. The Smith and the Klamath Rivers, two of the best salmon and steelhead fishing streams on the Pacific Coast, flow into the ocean within the County’s boundaries. The climate is mild throughout the year, with winter daytime temperatures averaging 40-50 degrees, and in the summer 60-70 degrees; average rainfall is approximately 80 inches. Warmer weather is available within 10 miles of the shoreline along the scenic Smith River. Crescent City is situated on the coast 20 minutes south of the Oregon border and is the County seat. The population of the County is approximately 28,000.

**Applications may be obtained from and submitted to:
DEL NORTE COUNTY HUMAN RESOURCES
981 H Street, Suite 250
Crescent City, CA. 95531
(707) 464-7213
www.co.del-norte.ca.us**