

## **TOWN OF SOMERS**

### **Position Description**

**Title:** Administrative Assistant / Recycling Coordinator      **Supervises:** None  
**Department:** Public Works      **FLSA Status:** Full-time, Exempt  
**Reports to:** Director of Public Works      **Bargaining Unit:** N/A

#### **General statement of duties**

General administrative work and support duties in the operation of the Department and organization and implementation of waste reduction and recycling programs through education and outreach. This position assists the Director with the administrative requirements of the Department's day-to-day operations and helps meet regional and state material management goals. This person will work to enhance education and outreach, improve proper recycling and increase compliance with all state and local waste requirements.

Work involves responsibility for performing diverse administrative and support activities. Work often involves public contact and effective coordination with other Town departments and outside organizations. The position requires judgment, initiative, and discretion based on knowledge of administrative or operating policies and procedures. An incumbent performs duties with a minimum of supervision. Direction is usually required only for special assignments. Work is reviewed to achieve desired results and adherence to policies and procedures.

#### **Examples of Administrative Assistant Duties**

- Conducts routine administrative and office management details by preparing standard operating reports (statistical and financial).
- Maintains a variety of financial and budget-related information.
- Provides information on policies, programs, and procedures to the public and others outside the Department.
- Assists in preparing agendas, special reports, correspondence, newsletters and other materials; develops and coordinates publication of agendas, brochures, flyers, and related material.
- Develops office procedures, systems, and forms; plans and lays out administrative and filing work; may, on occasion, direct the work of other office support personnel, either on a project-by-project basis or permanently.
- Develops specialized computer-based applications to automate office functions, using spreadsheet and/or database management programs; enters data into a computer, and generates reports.
- Develops and maintains Department social media presence and postings to promote the free flow of information to our residents and stakeholders.

### **Examples of Recycling Coordinator Duties**

- Conducts education and publicity campaigns, promotions, and special events to promote recycling programs.
- Works with town departments, businesses, institutions, multi-family complexes, and haulers to ensure compliance with recycling laws and other waste regulations and policies.
- Develops, promotes, and presents school and camp recycling programs; prepares and conducts presentations on various solid waste issues.
- Will assist the Director in preparing various reports, documents, and correspondence; traces tonnage and produces monthly reports; compiles data to meet state reporting requirements.
- Fields calls and emails from the public.
- Participates in state and local organizations dealing with recycling, diversion, and solid waste. Develops and assists the Director in waste reduction and recycling goals.
- Assists with the coordination and facilitation of all household hazardous waste events.

### **Experience**

Graduation from high school, supplemented by training and education in administrative, business, or secretarial science; prior work experience of at least two years in increasingly responsible Recycling or office support work.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of computer software programs as used in office applications: word processing, spreadsheets, and database management.

Considerable knowledge of the functions and departments of municipal government and Public Works Departments or the ability to acquire such knowledge.

Knowledge of essential arithmetic functions and financial record-keeping practices.

Ability to develop and manipulate computer software applications and features to produce valuable reports and information for management purposes.

Ability to compose and prepare effective correspondence.

Ability to maintain complex office records and prepare accurate reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Skill in operating and caring for general office equipment, including typewriters, word processors, and computers.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title. It must not be construed as a complete inventory of the position's duties, responsibilities, and/or qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.