

DIRECTOR OF RESOURCE MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent develops, implements and promotes a comprehensive recyclable materials program for Westchester County and is responsible for planning, implementing and promoting a county-wide recyclable materials program by developing and maintaining working relationships with Federal, State and municipal officials as well as the business community and volunteer organizations; and by promoting recycling to the public. The incumbent also provides recycling advice and expertise to municipalities. Supervision may be a function of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs, implements and promotes recyclable materials projects throughout the County and establishes procedures, guidelines, and standards for the programs;

Evaluates program progress by analyzing information regarding county, municipal, and private sector recycling activities and recommends and implements appropriate changes to improve results;

Develops and establishes systems, materials and activities to promote recycling and assists and serves as a resource to local officials and community groups in the promotion of recycling activities;

Establishes and maintains procedures and systems for reporting recycling program progress and for evaluating results;

Develops and maintains cooperative relationships with officials from neighboring states and counties to form regional waste reduction policies and to eliminate barriers to increasing recycling, particularly in the processing and sale of recyclable materials;

Monitors proposed legislation, reviews and prepares comments for the County Executive, Commissioner and Deputy Commissioner;

Compiles, maintains and distributes information concerning secondary materials markets;

Compiles material for and assists in the preparation of budgets for the recyclable materials program;

Prepares, directs and coordinates preparation of correspondence, reports, evaluations, documents, press releases, and other written materials;

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practice of public relations and community relations; good knowledge of Federal and State grant regulations, with particular emphasis on recyclable materials programs; good knowledge of the Westchester County Solid Waste Management Plan; good knowledge of the theory and practice of recycling; ability to organize material and to prepare proposals and grants; ability to communicate effectively both orally and in writing; ability to establish good working relationships and to maintain contacts with a variety of people in the public, the private sector and government; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; tact; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years experience with responsibility for each of the following: program development, operation, evaluation and control, four years of which must have been in a recycling program, including or supplemented by two years supervisory experience.

SUBSTITUTION: A Master's Degree* in Public Administration, Business Administration or related field may be substituted for one year of the required non-supervisory experience.

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

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.