

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: ADMINISTRATIVE ASSISTANT/
RECYCLING COORDINATOR

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: The para-professional positions in this classification perform a variety of responsible departmental administrative duties and coordinate the City's recycling program. Administrative support work involves special project activities and departmental programs support. Recycling duties involve analyzing operations, maintaining statistics, marketing, preparing newsletters and reporting on program activities and results. May supervise administrative or operational positions. Must exercise considerable independence and work is performed under general supervision. Reports to the Director or Deputy Director of Public Works.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Performs a variety of special projects. Conducts special studies which involves determining research methodology, persons and sources of relevant information, contacting organizations and collecting information, analyzing information and preparing reports of findings, recommendations and results
- Researches and prepares bid packets, contracts and grant applications. Assists with evaluating proposals and selecting contractors. Recommends cost control and cost containment procedures.
- Schedules and prepares materials for meetings and presentations. Represents the department, unit or office at meetings and presentations. Prepares reports and/or minutes of meetings and hearings.
- Coordinates the City's recycling programs. This includes marketing and working with other agencies promoting recycling activities. Distributes recycling information through print, electronic, audio and visual media. Serves as the City's recycling contact person for City officials, County, State and Federal agencies, community organizations and the public.
- Supervises subordinate staff or volunteers to include assigning, directing and reviewing work, conducting performance evaluations as required.
- Maintains directly, or through subordinate staff, files, public and internal records and automated databases in compliance with City and departmental policies, rules and regulations.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- General knowledge of the practices and procedures, programs, and functions of the assigned department and recycling programs and related promotional techniques.
- Considerable knowledge of the practices and procedures relating to departmental administrative support including research methodology, and some knowledge of supervising the work of others.
- Considerable knowledge of the procedures for entering, retrieving and manipulating data in an automated environment.

ADMINISTRATIVE ASSISTANT/RECYCLING COORDINATOR

Physical Requirements:

- Ability to operate a variety of office equipment.
- Ability to bend, stoop, lift and move up to 40 lbs. with or without assistance in the performance of recycling program activities.

Language Ability & Interpersonal Communications:

- Ability to communicate effectively with all levels of City government, officials from State and local government, community agencies and the public.
- Ability to read and interpret manuals, ordinances and other related documents pertaining to departmental and recycling activities.
- Ability to prepare a wide variety of reports, correspondence, newsletters and other documents pertaining to the activities of the department and recycling programs to include design, development, composition and style content.
- Ability to plan, supervise and evaluate the work of subordinate staff.
- Ability to read and follow oral and written instructions.

Environmental Adaptability

- Work is primarily performed in an office environment.
- Some recycling activities are performed outdoors with exposure to variable weather conditions that may include extremes of temperature or precipitation.

ACCEPTABLE TRAINING AND EXPERIENCE

Associate's degree in business, marketing or position related field and 3 -5 years of progressively responsible administrative or marketing experience preferably in a municipal environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.