

## **CITY OF COLLEGE PARK**

### **JOB DESCRIPTION**

**JOB TITLE:** Sustainability Coordinator

**FLSA Status:** Non-Exempt

**REPORTS TO:** Deputy Director of Public Works

**GENERAL DESCRIPTION:** This para-professional position coordinates the Department of Public Works' (DPW) sustainability initiatives and performs a variety of departmental administrative duties. Sustainability duties involve analyzing operations, maintaining statistics, educating the community, and reporting on program activities and results. Administrative support work involves compost and mulch sales, answering the phones, permit sales, special events activities, and other duties as assigned. Work is performed under general supervision and incumbent must exercise independent judgment and critical thinking skills. The ability to work effectively with frequent interruptions and changing priorities is necessary. Work hours will include some evenings, weekends, and emergency situations, including snow. Customer service is a priority in this position.

#### **ESSENTIAL JOB FUNCTIONS:**

- Coordinates the DPW's sustainability activities. This includes marketing and working with other agencies to promote sustainability initiatives and 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.
- Maintains database, records and statistics for the City's solid waste program. Prepares reports and comparative data for department and City Council. Coordinates department printing and translation requests.
- Coordinates sales and schedules deliveries of compost and wood mulch. Collects money and maintains sales and delivery records.
- Performs or coordinates a variety of special projects. Conducts special studies which involve contacting organizations and sources of relevant information, collecting and analyzing information, determining research methodology, and preparing reports of findings, recommendations, and results.
- Handles sales and customer service issues for parking permits and parking tickets.
- Schedules and prepares materials for meetings and presentations. Represents the department at meetings and presentations both within the City and outside the City. Prepares reports and/or minutes of meetings and hearings.
- Acts as liaison with Maryland Department of Agriculture for the mosquito control program.

- Coordinates DPW role for special events such as Memorial Day, Veteran's Day and College Park Day, in conjunction with other departments.
- Maintains files, public and internal records, and automated databases in compliance with City and departmental policies, rules and regulations.
- Attends various outreach events as needed.
- Attends meetings relevant to sustainability duties.
- Maintains petty cash fund.
- Answers phones, fills in for other office personnel, and performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

**Technical Knowledge:**

- Must have keyboard skills and proficient use of Microsoft Office software, specifically Excel, Word, Power Point and Access. Proficiency with QuickBooks is preferred.
- Basic arithmetic and excellent writing skills are required.
- Ability to operate and maintain a variety of office equipment.
- General knowledge of sustainability issues, standards, techniques, and other environmental topics.
- General knowledge of the practices, procedures, and functions of the Department of Public Works, and the City's sustainability plan must be learned on the job.

**Physical Requirements:**

- Ability to maintain regular attendance at work and required events.
- Ability to drive a vehicle.
- Ability to bend, stoop, lift and move up to 25 lbs. with or without assistance.

**Language Ability & Interpersonal Communications:**

- Ability to solve problems and provide effective customer service.

- Ability to communicate effectively orally and in writing with all levels of City government, officials from State and local governments, community agencies, and the public.
- Ability to read and interpret manuals, ordinances and other related documents pertaining to departmental, parking, and sustainability activities.
- Ability to write, and publish or prepare a wide variety of reports, correspondence, newsletters, and other documents pertaining to the activities of the department and sustainability programs to include design, development, composition, and style content.
- Ability to read and follow oral and written instructions.

### **Environmental Adaptability**

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

### **EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma or GED is required. An Associate or Bachelor's degree in a related field is preferred. A minimum of three years of progressively responsible administrative or sustainability experience preferably in a municipal environment, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities is required.

A valid driver's license is required.

*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.*