

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
KINGSTON, NY**

Job Title: Administrative Assistant (Recycling Department)	Work Location: Main Office/Other Locations as Needed
Classification: Administrative	Hours Per Week: 37.5 Hour work week
Grade: \$40,000/year - \$50,000/year	

Distinguishing Features of the Position:

This is a professional position responsible for important and varied secretarial duties related to the coordination of the County-wide recycling education and sustainability program for the Agency, which is the solid waste planning unit for the County of Ulster. The Recycling Department Administrative Assistant will serve as a staff resource to the Recycling Outreach Team. The Assistant will provide appropriate support with file management, preparing grant documents and special reports, maintaining and updating contact lists for the program and other critical clerical responsibilities necessary to the program's administration. Incumbents must have good knowledge of personal computers (word processing, file management, spreadsheets, database management, etc.) as well as general office procedures to be successful in the daily operations of the administrative office.

The Assistant will aid the Recycling Outreach Team in educational programs and initiatives, such as interacting with the public at Agency events, greeting customers in a professional manner, responding to various recycling-related questions in person, in written communications, and over the phone, and assist with the implementation of other waste reduction/recycling educational activities as needed. Work will be performed under the direction of the Agency's Executive Director and Director of Sustainability with considerable leeway allowed to independently carry out work assignments. The Assistant works primarily indoors in an office setting. However, duties will occasionally require attendance at outdoor events on weekends or in the evening.

Position Responsibilities: (The incumbent in this position may perform some or all of the following as well as other related activities not described.)

- Maintain awareness of local donation, reuse, recycling, organizations or businesses, necessary to excel at providing alternative disposal options to the public;

- Act as receptionist in greeting the public who come to the Agency for information;
- Field recycling hotline questions to explain local recycling guidelines, explain local recycling or disposal options, and ensure that questions, messages, or recycling complaints are relayed to appropriate person(s);
- Ensure that all inquiries by telephone or personal visit are politely resolved;
- Maintain contact lists for outreach to schools, towns, climate smart groups, libraries, local environmental organizations, etc. to facilitate the distribution of recycling program information;
- Prepare and manage Google sign-up forms for the Agency's Household Hazardous Waste (HHW) Collection events or other special events/classes; maintain class rosters and spreadsheets; coordinate email reminders for events and classes, administer class exit surveys, and other related Department functions.
- Prepare media kits for Agency visitors or education program participants;
- Prepare direct mailings of educational flyers, HHW appointment reminders, memorandums, or other mass communications to elected officials or other contacts by folding, addressing and mailing program documents with high attention to detail and accuracy;
- Complete data entry and spreadsheet management for various recycling programs, including the Ulster County Annual Waste & Recycling Report, and other complex reports/materials with high attention to detail and accuracy;
- Assist with maintaining office files related to grants and quarterly reports; making photocopies/scans of pertinent documents; assist in tracking of and carrying out of grants;
- Assist with posting information and making changes to the Agency's website, including assistance with coordination of e-commerce system for bagged compost sales;
- Assist Department staff with curating social media content across Agency's web presence including Facebook, Instagram, YouTube, etc. consistent with the Agency's mission and community engagement goals;
- Participate in special events in the community or special events held by UCRRA; including Household Hazardous Waste Collection events, Compost Bin & Rain Barrel Sales, Earth Day events, America Recycles Day events, etc.;
- Manage and organize education program inventory (promotional items, flyers/booklets, posters, decals)

- Assist with maintaining office files related to the Master Composter Master Recycler Volunteer program; assist in data entry of volunteer applications, preparing files for volunteer training sessions, other related Department functions.
- Assist Department in preparing for outside events, this may entail lifting boxes or equipment of at least fifty pounds on a regular basis.

Special Assignments

- Complete related work and special assignments as directed by the Director of Sustainability or the Executive Director.
- From time to time on a temporary basis or in an emergency situation, may assume some of the duties of the Recycling Educator.

Full Performance, Knowledge, Skills and Abilities and Personal Characteristics:

- Strong oral and written communication, public relations, and customer service skills
- Working knowledge of general office procedures
- Proficiency using Google and Microsoft Office products (Word, Excel, PowerPoint)
- Proficiency in social media platforms (Canva, Instagram, Facebook, YouTube);
- Strong attention to detail and competency in grammar, spelling, etc.;
- Ability to adapt to communication styles to various public audiences, maintaining awareness and leadership of diversity, equity, and inclusion as it relates to providing equal program opportunities;
- An inherently dedicated and passionate approach to recycling, waste reduction, composting, sustainability, and care of the environment.

Minimum Requirements:

High School Diploma and minimum two years employment in an office setting requiring skills needed to become an effective secretary are required.

Graduation from an accredited college or university with an associate degree in business administration, communications, or environmental related field preferred. Two years experience in customer service preferred. Experience in public programs with emphasis in environmental science or environmental education, solid waste management or recycling focus highly considered.

Or an equivalent combination of relevant training, education, and experience will be considered.

A valid New York State Driver's License.

Adopted: April 25, 2024
Resolution # 2614