

ULSTER COUNTY RESOURCE RECOVERY AGENCY

RESOLUTION NO. 2658

RE: Authorizing and Approving certain Job Descriptions and Payment Scales for Reuse Coordinator

WHEREAS, The Ulster County Resource Recovery Agency (the “Agency”) is engaged in Solid Waste Management and Recycling in Ulster County, and

WHEREAS, the Agency Board has conducted a review and analysis of staff positions and job descriptions at the Agency including that of a Reuse Coordinator and has determined that it is beneficial to create new job description and pay scale for the position of Reuse Coordinator, and

NOW, THEREFORE, BE IT

RESOLVED, that Ulster County Resource Recovery Agency hereby approves the new job description and pay scale for Reuse Coordinator as attached hereto in Exhibit “A” and be it

FURTHER RESOLVED, that the Executive Director is hereby authorized to take all steps necessary to implement same, and be it

FURTHER RESOLVED, that this Resolution shall take effect immediately.

Moved by: _____ **Seconded by:** _____

Vote: Ayes ____ Nays ____ Absent ____

Date: July 10, 2025

Financial Impact up to \$90,000 annually with salary and benefits

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

Job Title: Reuse Coordinator	Work Location: Main Office/ RePOWER Hub
Classification: Administration	Hours Per Week:
Salary: \$52,000-66,000	37.50 Hour workweek

Distinguishing Features of the Position:

This position involves strategic planning, and implementation of a reuse project. The position reports directly to the Executive Director and may be required to attend and participate in meetings of the Board of Directors or other boards/committees. Will oversee the vendor selected for the RePOwer Hub. Does related work as required.

Position Responsibilities:

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

- Administers all programming related to reuse.
 - Works at the direction of the Executive Director to collaboratively develop capital project and capital grant priorities related to reuse.
 - Develops, organizes, and facilitates planning processes to develop a county-wide strategy for reuse.
 - Works with the Agency vendor and other strategic partners to facilitate a county-wide reuse system.
- Designs and implements the spoke components of the RePOWER Project.
 - Works with the Town MRDCs to support their efforts at reuse. Provide guidance on how to implement a reuse program at a town transfer station.
 - Supports organizations or municipalities that would like to implement reuse through "Take It or Leave it" Sheds.
 - Work closely with reuse businesses to ensure collaboration with the RePOWER vendor.
- Oversees implementation of the RePOWER Hub
 - Administers the contract and monitors the Hub vendor to ensure compliance with requirements as established by the Executive Director and the Board.
 - Oversee the maintenance and upkeep at the Hub, and is responsible for hiring vendors for such maintenance when needed.
 - Coordinates work between the Hub vendor and the MRDCs, and other regional collaborators.

Special Assignments:

From time to time on a temporary basis or in an emergency situation may assume some of the responsibilities of other job positions.

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

Good knowledge of reuse programs and requirements; Good knowledge of, and experience with, Federal, State and Local regulations, particularly those that apply to regional solid waste authorities; Good knowledge of capital project planning, including estimation, bidding and procurement processes, project management, and municipal financing; Excellent written and verbal communication skills; Ability to manage multiple complex projects from start to finish.

Minimum Requirements:

Possession of a four-year degree from an accredited college or university, with preference for degrees/programs of study that are relevant to the position, such as Business or Public Administration, Environmental Science or similar, AND

At least two years of experience in solid waste and/or reuse programs, with at least one year being a project manager or in a supervisory role OR

At least six years of combined experience and education consistent with the requirements above.

SALARY & BENEFITS:

Full-time (37.5 hours per week). Benefits include NYSLRS, PTO, and health and dental benefits. Salary \$52,000-66,000