

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

<b>Job Title:</b> Reuse Coordinator	<b>Work Location:</b> Main Office/ RePOWER Hub
<b>Classification:</b> Administration	<b>Hours Per Week:</b>
<b>Salary:</b> \$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

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