



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

Food Scrap Recycling Program Coordinator

Title: Program Coordinator

BASIC FUNCTION:

Under the supervision of the Ramsey/Washington Recycling and Energy (R&E) Joint Activities Manager, this position works to coordinate the food scrap recycling program for R&E. Joint Activities are shared programs of Ramsey and Washington counties managed by R&E. These activities involve working with staff and contractors from both counties and R&E to design, implement and coordinate programs while also tracking progress and evaluating effectiveness. This program coordinator position will work to implement and coordinate the food scrap recycling efforts related to the Recycling & Energy Center and the R&E Joint Activities programs in partnership with Ramsey and Washington counties.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent and respectful workplace.
2. Represent the R&E Board at community, inter-jurisdictional and government functions.
3. Coordinate the development, launch, and ongoing operations of a new East Metro food scrap recycling program serving Ramsey and Washington counties, including:
 - a. Collaborate with staff from Ramsey County, Washington County, and R&E on program design, implementation, and evaluation.
 - b. Manage vendor contracts for food scrap bag manufacturing, website development and maintenance, order fulfillment and customer service to ensure program goals are met, vendor deliverables are completed and on time, and all program data is collected, analyzed and reported as necessary.
 - c. Work with R&E Center staff to coordinate operation of food scrap bag recovery with resident-facing program services and ensure collective understanding of program status, including planning, reporting, and ongoing evaluation.
 - d. Participate with county and R&E staff, as well as numerous stakeholders, to develop and implement effective communications plans, strategies and materials to promote program and related activities, including using community engagement strategies to collect community input, develop relationships, and guide future program changes.
 - e. Collaborate with county and R&E staff and various stakeholders to raise awareness of food waste and increase the volume of food recovered through partnerships and grant-funded projects.
 - f. Collaborate with staff from R&E and both counties to identify opportunities to advance progress on R&E goals.

4. Gather information and evaluate data to assemble a variety of reports, charts or manuals and conduct research on special projects.
5. Assist in the preparation of budgets; assemble data and compile budget estimates; assist in planning and administering budgetary controls; process budget related paperwork and maintain accounts; monitor department/division payroll and personnel transactions.
6. Assist in developing and conducting presentations to be used in various meetings.
7. Assist in organizing and coordinating events.

(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Position has no direct supervisory or managerial responsibilities but may interact with and provide oversight to contractors and consultants.

INTERNAL/EXTERNAL RELATIONSHIPS:

Regular contact with the Joint Activities Manager to answer questions, provide information on status of activities, obtain direction, and confer on decision making. Daily to weekly contact with R&E staff, county staff and contractors to coordinate work, strategize on issues, obtain and provide information, and develop approaches.

IMPACT ON SERVICES/OPERATIONS:

Duties impact the long and short-term economic health and development of the community, county, region, and the state. Proper performance results in provision of efficient and effective food scrap recycling resources to the residents of Ramsey and Washington counties. Improper performance could result in resident and business confusion, cost overruns, and unmet solid waste management diversion goals as set by the State of Minnesota.

WORK ENVIRONMENT:

Majority of work will be conducted in standard office setting with regular travel between relevant work sites for Ramsey County, Washington County, and R&E. Position may also require regular work outside of office in target communities. Includes auto travel with exposure to seasonal weather. Periodic access to the production facilities at the R&E Center. Lighting, temperature and noise level are typical for an industrial production facility and offices, although hearing protection is required or recommended at the

production facilities as directed by operations' supervisors. Work is generally sedentary but requires some walking, standing, stooping and reaching. Lift up to 10-15 pounds occasionally as needed. Duties involve viewing a computer screen up to 6 hours daily and frequent use of other office equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the basic principles and concepts of planning, policy and budget development and analysis.
- Knowledge of government operations and environments, public decision-making processes, and policy development.
- Knowledge of commercial and residential solid waste and recycling systems, including organics recycling systems.
- Knowledge of business and resident outreach strategies, intergovernmental relations and coordination, and general communication concepts and practices.
- Skill in managing detailed information, organization, and coordination of multiple projects simultaneously.
- Skill in communicating effectively verbally, visually, and in writing by developing and presenting complex written, oral and visual reports and through public speaking, presentations, group discussions, and meeting facilitation.
- Ability to manage contractual relationships to ensure program goals are met, vendor deliverables are completed and on time, and all program data is collected, analyzed and reported as necessary.
- Ability to build effective relationships with a variety of internal and external stakeholders from a variety of ethnic and cultural identities including coworkers, residents, businesses, vendors, and other partners.
- Ability to understand and carry out complex oral and written directions.
- Ability to coordinate all aspects of various programs including roles, budget/resources, contracts, outreach/communications, grants and incentives, evaluation, and outcomes.
- Ability to function in fluid, ambiguous situations.
- Ability to determine priorities, plan workloads, meet deadlines, and exercise independent judgement.
- Ability to work within cross-jurisdictional and/or interdepartmental teams to manage and implement complicated work projects.
- Ability to work independently in the absence of supervisor's instructions.
- Ability to interpret R&E policies and procedures to vendors and the public.

MINIMUM QUALIFICATIONS:

A valid Class D driver's license is required.

Education: Bachelor's Degree in an environmental field, program management, communications, behavioral sciences, marketing, business administration, public administration or a closely related field.

Experience: Four years' experience in program coordination, project management, contract management, public sector service delivery, communications or a closely related field. Preference given for relative experience in solid waste management and environmental fields.

Substitution: Post high school education and four additional years of relevant work experience can substitute for a bachelor's degree. Master's degree in any of the above fields may be substituted for two years of required experience.