



Job Title: Program Coordinator

BASIC FUNCTION

Ramsey/Washington Recycling & Energy (R&E) works with Ramsey and Washington counties to help its communities reduce and manage waste in environmentally preferred ways. R&E does this through public-facing shared programs available to residents and businesses in the two counties. These shared programs, called joint activities, are administered by R&E in collaboration with both counties. Under the supervision of the R&E Joint Activities Manager, this position will work with Ramsey and Washington County staff, R&E Staff, and R&E consultants to plan, develop, coordinate, and evaluate joint activities programs.

EXAMPLES OF WORK PERFORMED

1. Promote a diverse, culturally competent, and respectful workplace.
2. Represent R&E at community, inter-jurisdictional, and government functions.
3. Utilize the Solid Waste Management Plans of Ramsey and Washington counties and R&E's mission and vision statements to develop and implement programs, activities, and resources that will move waste up the Minnesota waste hierarchy.
4. Collaborate with staff from Ramsey County, Washington County, and R&E to coordinate the development, implementation, promotion, and evaluation of joint activities programs, projects, and other resources.
5. Collaborate with staff from R&E and Counties, as well as external partners and vendors, to develop and disseminate effective outreach and communications strategies to promote programs and activities.
6. Develop and foster strategic partnerships with external entities that will support R&E programs and activities, leading to improved outcomes and increased outputs.
7. Prioritize performance measurement and use a continuous improvement approach for evaluating work, measuring outcomes, and making adjustments that maximize efficiencies and effectiveness of programs and activities.
8. Gather, manage, and evaluate data to inform programmatic decisions and to assemble a variety of reports, charts, and presentations; conduct research and analysis on special projects.
9. Develop and implement programs, projects, communications and contracts that address the priorities of Ramsey County, Washington County, and R&E while also being a good steward of public resources.
10. Assist in preparing budgets; assemble data and compile budget estimates; help plan and administer budgetary controls; process budget-related paperwork and maintain accounts.
11. Assist in organizing and coordinating events; help develop presentations for various meetings.
12. Collaborate with staff from R&E and both counties to identify opportunities to advance progress on R&E's goals, mission, and vision.

(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, 8, 9, 10, 11, 12

SUPERVISORY/MANAGERIAL RESPONSIBILITY:

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

WORK ENVIRONMENT:

Incumbent may perform duties through combination of remote and in-person work environments. In person duties will occur in an office and at the R&E Center, including sitting, presenting, and attending meetings with various stakeholders.

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 vendors to coordinate work, strategize on issues, obtain and provide information, and develop approaches to issues.

IMPACT OF 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 business recycling and organics management to the businesses of Ramsey and Washington counties. Improper performance could result in resident and business confusion, cost over-runs, and unmet solid waste management diversion goals as set by the State of Minnesota.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 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 effective strategies for engaging a diversity of stakeholders and experience in developing and implementing these strategies.
- Knowledge of public programming coordination and administration.
- Knowledge of commercial and residential solid waste and recycling systems.
- Knowledge of business and resident outreach strategies, intergovernmental relations and coordination, and general communications concepts and practices.
- Knowledge of and skills in project management.
- Skill in managing detailed information, staying organized, and coordinating 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.
- Skill in creative problem solving and developing concepts into reality.
- Ability to build effective and collaborative 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 and to manage various projects simultaneously, both directly and indirectly through other staff, and to meet deadlines.
- Ability to coordinate all aspects of various programs including roles, budget/resources, outreach/communications, grants and incentives, evaluation, and outcomes.
- Ability to function in fluid, ambiguous situations.
- Ability to work within cross-jurisdictional and/or interdepartmental teams to manage and implement complicated work projects.
- Ability to determine priorities, plan workloads, meet deadlines, and exercise independent judgement.
- 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

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

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

Substitution: A Master's degree in any of the above fields may be substituted for two years of required experience.