



## PROGRAM ASSISTANT

### **BASIC FUNCTION:**

Under the supervision of an R&E Program Supervisor, this position will assist R&E staff and County staff in providing services relating to one or more program areas which include: solid waste management, recycling, grant management and communications, and to perform related duties as assigned. Work is performed under the guidance of designated Recycling & Energy staff or County staff.

### **EXAMPLES OF WORK PERFORMED:**

1. Data collection and analysis.
2. Documentation of findings.
3. Manage files, information, documents and records according to programs and County and State guidelines and mandates.
4. Provide administrative support to R&E staff or in support of programs.
5. Create various documents and presentation materials.
6. Website development and maintenance.
7. Assist in program design and implementation.
8. Perform special projects in support of R&E programs.
9. Liaise between vendors and R&E or county staff.
10. Attend meetings and hearings as assigned.
11. Monitor vendor contracts and review invoices.
12. Other duties as assigned.

*(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

### **SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None

### **INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with R&E and county staff to exchange program information or to provide assistance. Periodic contact with vendors to exchange information. Periodic contact with the public to obtain information.

**IMPACT ON SERVICES/OPERATIONS:**

Work performance impacts the effectiveness of R&E's programs and initiatives. Proper performance is demonstrated by the timely completion of work projects; R&E and county staff and consultants receiving accurate, timely information in order to make decisions and carry out their duties; accurate and timely completion of documents and reports which are needed to meet R&E obligations and deadlines. Poor performance may result in wasted time, wasted resources and a negative public image. Poor performance is demonstrated by untimely deliverables and/or production of inaccurate or unattractive written materials, website content, and other communication and marketing materials.

**WORK ENVIRONMENT:**

Position works in a standard office environment and may have the option to perform some job functions remotely. May travel to other locations with exposure to seasonal weather. Lighting, temperature and noise level are typical for a production facility, scale house 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.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of assigned program areas and relevant sources of information.
- Skilled in interpersonal and customer service relationships.
- Skilled in Microsoft Office programs (Word, Excel, Outlook).
- Ability to effectively communicate, both orally and in writing.
- Ability to perform organizational and detailed work.
- Ability to conduct research and gather information.
- Ability to use social networking tools and sites to effectively promote programs.
- Ability to research specific program areas, identify sources of information and obtain necessary information.
- Ability to work as a team member.
- Ability to take direction.
- Ability to manage multiple tasks at one time.
- Ability to conduct an effective interview.
- Ability to establish effective working relationships with R&E staff, county staff, vendors and the public.
- Ability to be attentive to detail.
- Ability to comply with all policies and procedures.
- Ability to handle confidential information with discretion and in accordance with the Data Privacy Act.
- Ability to communicate fluently in English, both verbally and in writing.
- Ability to lift up to 10-15 pounds; occasionally as needed.

**PREFERRED QUALIFICATIONS:**

**Education:** Bachelor's degree in Business Administration, Public Administration, Public Health, Sociology, Communications, Education, Environmental Science, Environmental Health, Natural Sciences, Political Science or a related field.

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

**Substitution:** Associate degree in a preferred field of study above with three years of relevant job experience in the preferred functions above. Preference given for relative experience in solid waste management and environmental fields.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma, GED or equivalent

**Experience:** One year of highly relevant job experience, preferably in public sector service delivery.