

**Jefferson County
Position Description**

Name:

Department: Planning and Zoning

Position Title: Sustainable Waste Programs Coordinator **Pay Grade:** 5 **FLSA:** Non-Exempt

Date: September 2023

Reports To: Planning and Zoning Director

Purpose of Position

The purpose of this position is to provide technical support to various assigned programs within the Planning and Zoning department, including administering, monitoring, and updating functional areas specific to the program(s), as well as provide administrative assistance to the Jefferson County Planning and Zoning Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Leads and plans clean sweeps and recycling events, coordinates volunteers for the events, creates and promotes advertising, completes program mailings, registrations, and event planning. Completes program evaluation.
- Maintains Clean Sweep Grant Information for reporting and re-application of grant.
- Researches current legislative proposals in the State or Federal Government and communicates with stakeholders.
- Assists in answering landowner questions.
- Prepares public education and outreach, research, meeting agendas, and minutes for Solid Waste/Air Quality Committee. Provides staffing for meetings, may present reports and research. Participates as a committee member and represents the group with local, county, regional and state agencies and partners.
- Attends training by federal and state agencies on education and handling of materials, including FEMA and DNR.
- Oversees recycling, education, and promotion at the Jefferson County Fair Park.
- Maintain the tracking system for violations and works closely with the technician that oversees all the zoning violations.
- Maintains department records and reports as required for local, state and federal reports. Process and distribute monthly statistics to the Bureau of Census recording and Dodge Building Statistics. Keep updated reports for the Annual Zoning report to the Jefferson County Board.
- Manages accounts payable, receipt incoming money, handles petty cash, processes purchase orders and paying invoices, orders office supplies, researches pricing as needed.
- Prioritizes data entry and scanning of records for conditional use, rezones, variances and shore land.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with three years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Four years related experience and/or training; or a bachelor's degree; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date