

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SOLID WASTE RESOURCES LIAISON

Department: Solid Waste
Pay Grade: 111
FLSA Status: Exempt
Job Class: 2070
Risk Code: 7590

JOB SUMMARY

This is a diversified administrative and technical position that involves a variety of work assignments including public education, outreach and involvement with the citizens of Marion County, as well as coordinating efforts with multiple county departments to address solid waste related issues on a local, regional and state level, for the purpose of preserving, protecting and enhancing the county's environmental resources.

ESSENTIAL JOB FUNCTIONS

- Plans and develops countywide public education initiatives promoting the protection of the county's environmental resources, including but not limited to recycling, trash disposal, litter control and landfill operations. Efforts primarily focused on, but not limited to, trash disposal, recycling, hazardous waste disposal, litter control and solid waste related topics.
- Develops print and audio-visual materials, for distribution as web, pamphlets, tear sheets, etc., as well as in person presentations and hands-on activities.
- Implements interactive educational programs for general citizen outreach and targeted audiences considering FCAT standards for school age children, individual homeowners, homeowner associations, agricultural property owners/managers, and industry groups such as realtors, lawn/landscape/irrigation professionals, etc.
- Performs site visits and hands-on demonstrations of solid waste activities such as landfill operations and solid waste management.
- Prepares grant applications with environmental agencies to secure funding to implement programs and projects related to essential responsibilities. Ensures grant compliance and follows through on grant requirements and responses such as periodic monitoring and reporting.
- Stays informed of topics and issues through participation in agency meetings and trainings and monitoring of legislative actions.

- Serves as the liaison for other county staff and local agencies on solid waste related topics by relaying pertinent information to ensure shared knowledge, consistent messaging and coordinated efforts.
- Prepares, and assists other county staff, to prepare recommendations, proposals and responses concerning solid waste related topics.
- Prepares annual implementation/strategy plan, Monitors performance measures, benchmarks and milestones; and proposes adjustment to activities in response to findings. Provides routine progress and activity reports.
- Prepares professional and effective communications in presentation format; as position document or report; ordinance or resolution; and correspondence for use by Commissioners, County Administrator, Directors or staff,
- Primarily works Monday through Friday 8am to 5pm, but adjusts schedule routinely to accommodate stakeholder presentations, community outreach events, and customer meetings in evenings and on weekends.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibility, but may function as a lead worker in small groups of employees. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

Four-year degree in Engineering Technology, Natural Resources, Environmental Sciences, Public Administration, Education or a related field; and a minimum of two years related experience; or equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond effectively to the sensitive inquiries or complaints from customers, regulatory agencies or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed format and style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

- Ability to apply concepts such as fractions, percentages, ratios, proportions, probability and statistical inference.
- Ability to apply mathematical operations to such tasks as frequency distribution of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- May participate in development of policy, programs, plans, or procedures.
- General knowledge of County codes.
- Ability to effectively plan, organize, identify specific objectives and milestones, and implement projects.
- Ability to analyze and interpret data. Ability to read and interpret maps, aerial photography and site plans.
- Working knowledge of Excel and other similar software to obtain and analyze statistical data.
- Working knowledge of PowerPoint and InDesign or other software used for the creative development of presentation/distribution materials.
- Ability to prioritize tasks and meet multiple deadlines.
- Ability to communicate tactfully and effectively with associates, subordinates, public officials, representatives of other agencies, and members of the general public.
- Ability to work with limited supervision.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl, and to lift up to 50 pounds; will regularly be required to sit, use hands to finger, or feel, climb or balance, and to lift up to 25 pounds; and will frequently be required to talk or hear. Vision requirements are close, color and peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions. The typical noise level for this environment is moderate.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.