



## CITY OF PHILADELPHIA JOB OPPORTUNITY

### RECYCLING PROGRAM DIRECTOR

The City of Philadelphia seeks a Recycling Program Director to manage the Streets Department's comprehensive recycling program serving over 540,000 households. The position is responsible for full range of administrative and planning activities which include directing a staff of professionals and community outreach specialists, managing the City's significant grant funding sources, and developing plans to continue to expand participation in both the residential and business communities.

Other major areas of responsibility include: residential curbside recycling, commercial recycling, municipal and institutional building recycling, event recycling, education and outreach, grant management, compliance with appropriate recycling regulations and policies, technology assessment, program planning and analysis, and management of consulting contracts. A significant aspect of the position is the ability to work with a diverse constituency, including City advisory boards and committees, City and state agencies, businesses and commercial entities, and community organizations.

This position includes a competitive salary, superior health insurance, generous pension plan, life insurance, deferred compensation and paid leave.

**Requirements:** The ideal candidate will possess a bachelor's degree (required) or a master's degree (preferred) in a relevant field and will have demonstrated a minimum of four years of progressively responsible experience, which has included experience in the development and/or implementation of either a comprehensive recycling program or broad-based environmental sustainability initiative. Knowledge and experience in the areas of solid waste recycling, policy development, best practice, public education and marketing are essential. Ability to oversee staff, to negotiate and manage contracts, to engage citizen groups and advisory boards, and to work effectively with a diverse constituency is critical.

**Residency:** This position carries a residency requirement and the successful candidate must establish residency in Philadelphia within six months of appointment.

**To Apply:** Interested applicants should apply on line at: <http://smrtr.io/GH9C>

## **Key Areas of Responsibility**

- Oversee management of a staff of community outreach specialists, program specialists, analysts, and administrators.
- Direct outreach, publicity and marketing campaigns to increase recycling city-wide.
- Manage annual grant funding including the preparation and submission of grant proposals to the Pennsylvania Department of Environmental Protection (PADEP).
- Direct planning activities for the City of Philadelphia's residential curbside recycling, commercial recycling, municipal and institutional building recycling, event recycling, education and outreach, grant management, compliance with PADEP recycling regulations and policies, technology assessment, program planning and analysis, and management of consulting contracts.
- Analyze program policy and evaluate service alternatives.
- Coordinate activities of the City's solid waste and recycling advisory committees

## **Required Competencies**

- The ability to work with a diverse constituency, including City advisory boards and committees, City and state agencies, businesses and commercial entities and community organizations and effectively consider their input in all recommendations.
- Ability to manage multiple projects and meet strict deadlines.
- Effectively conduct solid waste planning and analysis, with specific focus on recycling operations.
- Demonstrate an ability to create and implement new policy and program initiatives and coordinate activities with both administrative and operational units, and consultants, as well as measure and track program outcomes.
- A working knowledge of the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act of 1988, Title 25 Chapter 272 of the Pennsylvania Code, recycling and municipal waste collection and processing methods, Pennsylvania PADEP grant management requirements, personnel administration, strategic planning concepts, and the concepts of integrated waste management.

As home to many Fortune 500 companies and some of the best colleges and universities, the City of Philadelphia is rich with culture, fine dining, national historic attractions and sports entertainment. Living in the City of Philadelphia is affordable and residents enjoy access and close proximity to a variety of vacation destinations and other major metropolitan areas.

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