



Class Code: 67
WP Code: Recycling Asst.
Established: 10/2014
Revised: _____
EEO Code: PARAPROF.

CLASS SPECIFICATION

City of Newark, California

RECYCLING ASSISTANT

DEFINITION

Under general supervision, provides a variety of routine to moderate reporting, outreach and coordination related to waste diversion, recycling programs and assigned accounting functions; performs general office support duties and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Recycling Assistant is a journey level class, fully competent to independently perform a variety of duties related to reporting, outreach and coordination of waste diversion and recycling programs in addition to accounting office support duties. This single position classification is characterized by the presence of guidelines from which to make decisions; however, some independent judgment must be used, particularly when dealing with a variety of City staff or representatives of the public or other organizations.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Performs office support work for accounts receivable and payable, purchasing, and records maintenance.

Extends figures and verifies authorizations.

Reconciles daily cash receipts and prepares deposit forms.

Reviews and reconciles varied reports and related data.

Computes and collects fees.

Researches and assembles information from a variety of sources for the completion of forms, spreadsheets and the preparation of reports.

Makes arithmetic, financial or statistical calculations.

Provides factual information to the public or to City staff.

Organizes and maintains various files, prepares correspondence, reports, forms and specialized documents, and proofreads materials for accuracy.

Operates standard office equipment including a personal computer.

Organizes work and follows up to ensure timely completion of assignments.

In cooperation with the Franchise Recycling Coordinator:

Develops and implements citywide recycling programs.

Interacts with residents and commercial customers regarding recycling needs.

Assists the Franchise Contract Manager in ongoing development of diversion programs and oversight of the Franchisee related to diversion.

Prepares position papers on changes in laws related to diversion and the impact on City programs.

Reads, interprets and understands City contracts and ordinances, and County and State laws as related to diversion.

MINIMUM QUALIFICATIONS

Knowledge of:

County and State laws governing the recycling industry.

Basic principles and practices of contract administration.

Basic governmental accounting principles and practices.

Office practices and procedures, including filing and the operation of standard office equipment and computer systems.

Business arithmetic, including percentages and decimals.

Correct business English usage.

Ability to:

Prepare, maintain and reconcile various financial, accounting, statistical, auditing and numerical records.

Prepare a variety of reports.

Read, interpret and apply rules and procedures.

Organize, research, and maintain office files.

Make arithmetic calculations with speed and accuracy.

Use sound independent judgment within established procedures.

Operate standard office equipment, including a personal computer.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience:

One year of experience with diversion, waste management or recycling. Specialized business or college level coursework in environmental studies and experience in a governmental or municipal setting are desirable.

License or Certificate:

Possession of, or ability to obtain, a Class C California Driver's License.

Special Requirements:

Ability to lift up to 40 pounds.

Probationary Period: 6 Months

FLSA: Non-Exempt