

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2019-065

POSITION TITLE	Outreach Coordinator (2264)	SALARY RANGE:	\$18.421-32.257 (A21)
DEPARTMENT	Public Utilities	FLSA/UNION STATUS:	Non Exempt/Union
PERIOD TO APPLY:	8/21/2018-9/4/2018	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Shirlene Sitton	LOCATION:	Environmental Services

GENERAL DESCRIPTION

The Outreach Coordinator plans and coordinates the outreach, education, and marketing activities of the Keep Santa Fe Beautiful Program and the Environmental Services Division regarding proper solid waste disposal; waste reduction, reuse, and recycling; litter prevention, and beautification to achieve the Division's waste and litter reduction goals.

SUPERVISION RECEIVED

Works under the general supervision of the Keep Santa Fe Beautiful Anti-Graffiti Program Manager or other assigned supervisor.

SUPERVISION EXERCISED

None

NATURE OF WORK

ESSENTIAL FUNCTIONS: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Produces overall educational and outreach program for the Environmental Services Division (ESD) for program compliance and waste reduction, emphasizing principles of Sustainable Materials Management, the Circular Economy, and Zero Waste; and the objectives and principles of Keep America Beautiful for litter control and beautification.
- Coordinates with Santa Fe Solid Waste Management Authority to educate citizens and businesses about mutual programs such as composting, household hazardous waste, pharmaceutical disposal and electronics recycling.
- Plans or participates in various Keep Santa Fe Beautiful (KSFB) and ESD Recycling programs such as but not limited to: Spring/Fall Clean-up, Fiesta Clean-up, Clean Campus Contest, Adopt-A-Median/Park, Waste in Place Teacher Training, Recycle Santa Fe Art and recycled fashion Show, and Community Services.
- Plans and manages budgets for annual expenditures related to multi-media outreach materials, activities, and events.
- Designs effective educational outreach print materials including informational brochures, advertisements, booth banners, and the annual Residential Services Calendar utilizing Adobe In-Design or other graphic programs, photography, and applicable software.
- Writes informative and educational articles, press releases, brochures, advertisements, and curricula; writes grant and award applications.
- Responsible for daily/weekly social media posts and updates; keeps ESD and KSFB webpages informative and up-to-date; coordinates with other City outreach staff for effective electronic communications.
- Presents educational and persuasive programs to the general public, students, volunteers, committees, civic groups, city staff, and elected officials; expected to present to industry peers at conferences and symposia.
- May host or appear as a guest on radio, television, webcast, or other media programs.
- Prepares correspondence; including administrative memos and press releases; prepares various performance reports on a weekly, monthly, semi-annual and annual basis.

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- Represents the City of Santa Fe on applicable industry related boards and committees at the local, regional, or state level.
- Attends KSFB Board of Director meetings, City Council meetings, or other meetings and events scheduled on evenings or weekends as directed.

Minimum Qualifications

EDUCATION AND EXPERIENCE:

A Bachelor's Degree in Environmental Science, Marketing, Communications, or related field; and, one (1) year of experience in public relations, non-profit, environmental and recycling technology, solid waste management, graphic design, or related field.

OR

An Associate Degree in Environmental Science, Marketing, Communications, or related field; and, three (3) years of experience in public relations, non-profit, environmental and recycling technology, solid waste management, graphic design, or related field.

OR

A High School Diploma; and, five (5) years of experience in public relations, environmental outreach, recycling technology, solid waste management, graphic design or related field.

SWANA Certification(s), NMRC Certification(s), Zero Waste Certification, or other solid waste & recycling certifications are highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of solid waste and recycling industry practices and trends including Zero Waste, Sustainable Materials Management, The Circular Economy, and Extended Producer Responsibility.

Skill in graphic design using Adobe In-Design or equivalent; presentation software such as Power Point; and general office software, including Microsoft Office suite; possesses excellent communications skills, both verbal and written.

Ability to independently plan, organize and administer outreach programs related to litter prevention and beautification, as well as waste minimization and recycling. Ability to prepare and manage budgets for outreach activities for ESD, and to prepare and administer related grants.

SPECIAL QUALIFICATIONS:

Requires a valid driver's license at time of hire and must obtain a City of Santa Fe driving permit within three (3) months of hire.

Physical Demands/Work Environment

Work is performed primarily in an office setting; and, in and around solid waste vehicles, special events and festivals, and classroom type settings. Tasks require a variety of physical activities such as sitting for long periods of time, walking, standing, bending, twisting, stooping, reaching, and lifting which may involve moderate physical demands and ability to lift and carry up to 25 pounds. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Requires close exposure to VDTs, CRTs and UV rays with possible exposure to hazardous conditions. Irregular hours, to include evenings and weekends, may be required. Regular and punctual attendance and professional appearance required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

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Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***