

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**RECYCLING PROGRAM MANAGER - 1556**

**DEFINITION:**

Under direction, to plan, coordinate, and direct a City-wide recycling program; to direct and supervise personnel in the performance of professional-level recycling work; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans and administers the recycling program;
- Develops and proposes new or expanded programs to be undertaken by the City to ensure that the City stays in compliance with all federal, state, and local recycling regulations and laws, and conducts feasibility analyses of such programs;
- Establishes priorities, policy, and work procedures;
- Makes programmatic decisions;
- Researches and develops recycling markets;
- Develops and monitors the recycling program budget;
- Prepares grant proposals;
- Acts as liaison with international, federal, state, and local agencies and recycling and waste management industry groups;
- Represents the City at conferences and major recycling, waste reduction, and diversion events;
- Monitors, proposes, and responds to various state and federal legislation affecting the program;
- Provides technical recycling, waste reduction, and diversion information and expertise to City staff, council members, political bodies, and citizen groups;
- Supervises, trains, and evaluates subordinate staff.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter); **AND** five years of full-time professional experience in planning, developing, administering, and/or implementing public or private recycling programs, waste reduction and diversion programs, and/or non-burn resource recovery programs.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**