

July 1, 1999

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

**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:**

- Plan, and administers the recycling program;
- Recommends new or expanded programs to be undertaken by the City;
- 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 federal, state and local conferences and other major recycling events;
- Provides technical recycling information and expertise to City Staff, City Council members, other 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 Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** five years of professional experience in planning, developing, administering and/or implementing public or private recycling programs or non-burn resource recovery programs. A Master's degree in Public Administration, Business Administration, or Environmental Science may be substituted for a maximum of six months of the required experience. Additional qualifying professional experience may be substituted for education lacked on a year-for-year basis. Possession of a California Class C Driver's License.

- \* 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.