

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING RECYCLING SPECIALIST

DEFINITION:

Under direction, to supervise a professional staff involved in the development and implementation of City-wide recycling work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the work of a professional staff engaged in a variety of solid waste recycling projects;
- Plan, assigns coordinates and reviews the work of subordinates;
- Prepares grant proposals and monitors grant funds;
- Monitors the development of new equipment and techniques;
- Serves as a resource for recycling information for management, City officials and community groups;
- Provides training to subordinate staff;
- Prepares reports;
- 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.

College graduation with a Bachelor's degree, **AND** four years of professional experience in the administration, development or implementation of public or private recycling programs or non-burn resource recovery programs, including supervision and training of recycling staff.

- * **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.