

**OTTAWA • SANDUSKY • SENECA COUNTY
JOINT SOLID WASTE MANAGEMENT DISTRICT**

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Solid Waste Management District **Unit:**
Name: **Position Title:** Education Specialist
Class Title: **Class Number:**

Dept. /Div.: **Civil Service Status:** Classified
Reports To: Director **Employment Status:** Part-time
Pay: Resolution **FLSA Status:** Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Minimum Qualifications: High School Graduate or equivalent; basic computer skills and good telephone communication skills; knowledge of office practices and procedures, business English, spelling and grammar skills; ability to communicate effectively and interact with the general public.

Preferred Qualifications: Bachelor's Degree with one-year experience teaching students in a classroom setting with above average teaching skills; ability to work independently, set and attains goals and objectives.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid driver's license by state of residency and proof of insurance coverage.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, calculator, copy machine, motor vehicle.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

ADOPTED: __/__/__	REVISION # __: __/__/__	APPROVED BY: _____
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Agency:	Solid Waste Management District	Unit:	
Name:		Position Title:	Education Specialist
Class Title:		Class Number:	
Supervisor's Title:	Director	Number:	N/A
Supervises:	None		
Normal Working Hours:			

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

50% (1) Plans, organizes, and implements various solid waste education programs designed to meet educational goals and objectives (i.e. conducts background research, prepares and monitors program budgets, analyzes program effectiveness by tracking program participation and usage, etc.); develops, prepares, and disseminates various solid waste educational material (i.e. newsletter, curriculum, fact sheets, educational resources, etc.); establishes and maintains effective working relationships with educational institutions, youth groups, civic and social associations.

(1) **Knowledge of:** (103); (104); (129); (250); (252); (345); (381)
Skill in: (905); (909); (910); (958)
Ability to: (615); (658); (661); (681); (684); (690); (695); (723); (724); (745)

20% (2) Works with Outreach Specialist to conduct outreach presentations to varied audiences (i.e. classrooms, youth groups, adult groups, teachers, clubs, etc.) to deliver environmental education programs, answer questions, address public concerns; arranges and assists with public meetings.

(2) **Knowledge of:** (129); (250); (252); (345); (381)
Skill in: (958)
Ability to: (615); (681); (684); (742); (745)

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20% (3) Answers public inquiries; distributes informational materials to students and educators.

(3) **Knowledge of:** (129); (250); (252); (345); (381)
Ability to: (615); (684); (745)

10% (4) Attends awareness events and special events for children and plans activities for children at these events.

(4) **Knowledge of:** (129); (250); (252); (345); (381)
Skill in: (958)
Ability to: (681); (684); (723); (745)

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to 5 functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Completes other duties and special projects as needed. Perform duties of co-workers as workload dictates.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: (103) bookkeeping; (104) budgeting; (129) education techniques; (250) District goals and objectives; (252) government structure and process; (345) solid waste management issues; (381) public relations.

Skill in: (905) computer operation; (909) adding machine or calculator operation; (910) use of modern office equipment; (958) motor vehicle operation.

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Ability to: (615) understand, interpret, and apply laws, rules, or regulations to specific situations; (658) write and/or edit documents for publication; (661) use proper research methods to gather data; (681) prepare and deliver presentations before a specialized audience; (684) communicate effectively in both written and verbal formats; (690) develop and market promotional campaigns; (695) organize and conduct effective meetings; (723) gather and analyze information; (724) maintain records according to established procedures; (742) work individually or with teams; (745) establish and maintain effective working relationships with associates, classroom teachers, building principals, and secretaries within designated school districts.

Signature of Agency Representative / Date