



TOWN OF GILBERT
invites applications for the position of:
Recycling Administrator

An Equal Opportunity Employer

SALARY: \$48,503.00 - \$67,907.00 Annually

OPENING DATE: 01/20/12

CLOSING DATE: 02/05/12 11:59 PM

OVERVIEW & QUALIFICATIONS:

The Town of Gilbert is seeking an accomplished solid waste and recycling professional to fill its newly created Recycling Administrator position. The individual selected will develop, implement and promote recycling awareness, zero waste programs and product stewardship, and advocate for extended producer responsibility with local businesses. He or she will explore new markets and establish a commercial and industrial outreach campaign with a sustainability focus.

Gilbert's commitment to public service and history of growth make this opening an excellent opportunity for an individual seeking career growth in a busy work environment. The Town's green initiative and the creation of this new position combine to offer the right person a remarkable chance to make his or her mark on Gilbert's recycling program.

Ideal candidates for the position will be experienced in the development of public recycling programs to include zero-waste and green initiatives, and working across public jurisdictions to support regional recycling programs. They will be accomplished administrators: creative at marketing the business of recycling; adept at assessing and reporting on performance through data and meaningful metrics; effective communicators - both verbally and in writing. They will be team players, with a reputation for fostering an environment of respect and accountability.

Requirements for this position include a Bachelor's degree in environmental studies, engineering, public administration, marketing, communication or a closely related field; and three years of experience in recycling, public education or marketing - preferably with one year of supervisory experience. Equivalent combinations of education and experience may be considered.

Complete and submit an on-line employment application for this position at www.gilbertaz.gov/hr/default.cfm. Resumes will only be accepted as an attachment to a completed on-line application. Direct inquiries to Mark Boynton at mark.boynton@gilbertaz.gov.

LICENSES & CERTIFICATIONS:

Must possess or obtain and maintain a valid Arizona driver's license by the time of hire and have the ability to obtain and maintain certification as a Recycling Systems Administrator from the Solid Waste Association of North America within six months of hire.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.gilbertaz.gov/hr/default.cfm>

Job #12-0065
RECYCLING ADMINISTRATOR
MB

OUR OFFICE IS LOCATED AT:

50 E. Civic Center Drive

Gilbert, AZ 85296

480-503-6859

TTY 1-800-367-8939 (through Arizona Relay Service)

HR@gilbertaz.gov

Committed to equal opportunity, reasonable accommodation, and a smoke free/drug free workplace. Gilbert will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
