City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Solid Waste Sustainability Coordinator</th>
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<tr>
<td>Job Code:</td>
<td>SWSC</td>
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<td>Pay Grade:</td>
<td>17</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>12/15/2020</td>
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**General Summary:** This position is responsible for Developing, organizing and implementing sustainability programs, public relations activities, marketing programs, and education curriculum, for Rapid City relating to waste minimization, recycling, water and energy conservation for the Solid Waste and Public Works Divisions.

**Essential Duties and Responsibilities:**

The **intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.**

- Develops and implement plans, policies, and operational guidelines for Rapid City’s external and internal sustainability programs including but not limited to waste minimization, water resources and energy. Works in collaboration with Rapid City’s Sustainability Committee’s programs.
- Coordinates and implements comprehensive strategic marketing, educational and public information programs for sustainability and related environmental issues including, but not limited to, recycling, solid waste diversion, water and energy conservation, and reduction and disposal of household hazardous waste for the City.
- Organizes, plans, and implements various initiatives to promote Rapid City’s ongoing efforts to become a more environmentally friendly City. Conducts and/or attends educational and public relations programs to promote and expand sustainability and environmental programs.
- Educates and helps the public, City departments, and related staff to promote and leverage support for integrating reasonable sustainable practices into the community and City operations. Maximizes the use of City multimedia assets, including but not limited to, Rapid City’s website and social media to keep the public engaged on sustainability and environmental issues.
- Works collaboratively with City and staff to develop and present key information to the public related to the mission, vision, and goals of Public works long range plans. Develop and deliver messaging campaigns on various aspects of sustainability including, but not limited to, waste minimization, energy, and water conservation.
- Develops and implements a sustainability educational curriculum for the use in the Solid Waste and other Public Works Divisions. Manage the resources for programs provide for the Solid Waste Education Center and Education Gardens.
- Serves as a spokesperson to public agencies, businesses, professional, community groups, and the media on topics related to sustainability and environmental plans, goals, and practices.
- Establishes and maintains tracking methods for sustainability goals. Analyzes and measures success and cost effectiveness of programs. Assists departments in development of sustainability metrics specific to their work areas. Prepares audience-specific reports on sustainability program progress.
- Identifies potential funding sources, prepares grant applications, partnership proposals, seeks sponsorships, and maintains sustainability marketing budget.
- Recruits, coordinates and manages volunteer groups for various community events and programs.

Qualifications:

Bachelor’s degree from four-year College or university in marketing, public relations, education, or sustainability, and one year related experience in education, sustainability education, or related field. Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.