

**Town of Hamden  
Sustainability/Recycling Coordinator**

**Unclassified/Non-Competitive  
Department: Mayor's Office**

**Non-Bargaining Unit Position  
Part-time – 19 hrs/week**

**Position Definition:**

This is a responsible position that provides a central point of coordination for sustainable activities in Town government, Town businesses and residents. Offers residents a single point of contact for information, resources and referrals about sustainability in Hamden. Encourages Town-wide energy conservation, recycling and sustainable economic activity.

**Examples of Essential Job Duties:**

The Town of Hamden Sustainability/Recycling Coordinator advises the Mayor and the Town on the planning, promotion, and administration of the Town's sustainability, utility consumption, solid waste and recycling programs for the public and private sectors. The Coordinator's primary responsibilities are review of expenses, development of cost saving measures, public education and promotion of the Town's sustainability, utility consumption energy conservation, solid waste and recycling policies and procedures.

Reviews and reports on the Town's consultation levels and the cost of all utilities and provides recommendations for cost saving measures on a regular basis. Tracks and analyzes the Town's energy usage and collaborates with the Town's energy suppliers to develop energy use reduction strategies. Collaborates with the Hamden Economic Development Department and the Town's Energy Use and Climate Change Commission on sustainability and possible economic related issues. Maintains liaisons with state and regional solid waste and recycling coordinators, sustainability and energy managers and other groups as appropriate.

Develops and implements methods for informing Hamden residents, businesses, schools and municipal offices of sustainability, solid waste, recycling and waste reduction mandates and procedures; develops plan to improve rate of compliance among all sectors as needed; introduces new forms of sustainability and recycling as they become technically feasible. Advises and makes recommendations to the Mayor and the Town on how to meet the Town's sustainability goals in accordance with the U.S. Mayors Climate Protection Agreement. Performs other related duties as required.

**Minimum Qualifications Required:**

High School Diploma/Equivalency and a minimum of three (3) years of professional experience in sustainability, solid waste and/or recycling involving program development, analysis, promotion and coordination OR an individual with a minimum fifteen (15) semester hours of college training in environmental studies, engineering or other closely related field.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices followed regarding municipal sustainability, solid waste and recycling; knowledge of the administrative and public relations principles involved in promoting sustainability, solid waste and recycling programs, including administration's goals and state mandates regarding sustainability, solid waste and recycling; oral and written communications skills; ability to work effectively with government and school officials, waste collectors, and the general public and to establish a network of community contacts; ability to plan, develop, and conduct educational workshops on sustainability and recycling.

**License or Certificate Required:** A valid Connecticut Motor Vehicle Operator's license is required.

**Physical Mental Exertion/Environmental Conditions:** Works in office setting subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis. May be required to lift and move light to medium weights, for example, manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. The work requires interacting with sometimes emotionally upset persons that requires calmness and inner-strength under extraordinary conditions. There is some travel and night meetings.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on March 4, 2013.