

Intermunicipal Relations Committee

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Job Description **Education and Enforcement Coordinator** **Intermunicipal Relations Committee** **A Council of Governments consisting of the** **City of Altoona, Logan Township and Hollidaysburg Borough**

Purpose:

To coordinate the organization's educational outreach, enforcement programs and conduct daily financial operations & transactions along with assisting the Executive Director with various initiatives to maintain or enhance the recycling and other environmental programs undertaken by the Intermunicipal Relations Committee (IRC).

Job Summary: Major duties and responsibilities:

- Assist in the development and implementation of educational, outreach and enforcement programs
- Coordination of program research and evaluation efforts
- Development of assistance programs for businesses, institutions, and recyclers
- Assist in the enforcement of related municipal ordinances and state laws, including associated correspondence and recordkeeping
- Compilation of recycling data and writing and editing of various summaries and reports
- Website maintenance and newsletter and other publication preparation assistance
- Oversee and administer day-to-day financial matters, including but not limited to
 - Payroll and related taxes and deductions
 - Accounts payable and receivable
 - Periodic financial reports to the board
 - Related banking and administrative responsibilities
 - Assist the executive director in monitoring and reviewing revenues and expenditures
 - Aid in the budgeting process
- Provide clerical assistance for, and perform any other duties deemed necessary by, the Executive Director

Equipment/Software Knowledge Desired:

Applicants should be familiar with Windows Operating Systems, Microsoft Office (Word, Excel, Access), web publishing software, QuickBooks accounting software, scanners, and other typical office equipment.

Qualifications:

Education: Candidates should possess:

- Bachelor's Degree in Environmental Resource Management, Environmental Studies, Environmental Education, or a related field.
- Recycling professional certification or the ability to attain certification within 18 months

Experience:

- Related work experience and knowledge of government and/or solid waste management preferred.
- Candidates that do not meet the educational requirements may be considered if the individual has work experience in recycling, waste, environmental field, a background in administering assistance programs or a background in finance.

Essential Functions and Skills:

Candidates shall also:

- Possess a valid Pennsylvania drivers license
- Be able to stand, bend, climb, work outside and tolerate working in and around waste and recycling facilities, vehicles, and containers
- Be a self starter able to complete assignments on his/her own
- Possess good interpersonal skills
- Be able to follow both written and oral direction
- Possess good writing and editing skills
- Have some knowledge, or be able to gain understanding, of general accounting principles and practices
- Be able to follow office routine where appropriate and establish routines where necessary
- Be prepared to handle a variety of projects and programs

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.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear.
- The employee is occasionally required to stand, walk, possess sense of touch and hand eye coordination, handle or operate objects, controls, or tools, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing these duties, the employee may often work in outside weather conditions.
- The employee occasionally works near moving mechanical parts, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, bio-hazards, communicable diseases, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.

Application Process:

Candidates should initially submit:

- A letter of interest explaining why they believe they are well qualified for the position
- A resume detailing prior employment and education
- A list of references that will include at least two professional references

Finalists may also be required to submit:

- An official college transcript
- Form SPS-164 Request for Criminal History Record Information

Electronic submission of letters of interest and resumes is preferred, and no hard copy follow-up is necessary. Application packages should be submitted to director@ircenvironment.org.

Immediate Supervisor: IRC Executive Director