



JOB ANNOUNCEMENT

Job Title: Resource Conservation Specialist
Starting Salary Range: \$2,970 - \$3,624 per month

Applications will be screened once a week and will be accepted until the position is filled.

Boulder County is a progressive community that encompasses over 740 square miles, is home to nearly 300,000 residents, supports an annual budget of \$280 million, and includes some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our County's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to forward-thinking public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

Position Description

The Boulder County Administrative Services Department, Resource Conservation Division, is seeking a highly organized, analytical person, with excellent written and verbal communication skills, to serve as the County's Resource Conservation Specialist. The Resource Conservation Specialist will administer, maintain, and improve the County's successful in-house zero waste program. Duties will include:

- Working effectively with other county offices, agencies, employees, and the public.
- Procuring and managing contracts for recycling, composting, document shredding, electronics recycling, and other services. Delivering bins and other equipment as needed.
- Developing employee and community education messaging and materials.
- Giving presentations, facility tours, and providing training.
- Conducting sampling (waste sorts) and analysis.
- Performing data analysis, preparing inventories and budgets.
- Assisting with accounting, purchasing, and other office functions.
- Providing excellent customer service including answering phones, web questions, etc.
- Assist with other projects and duties as assigned.

Qualifications

Requires an Associates degree in environmental studies or related field, and a minimum of two years work experience. Prefer the following types of experience:

- Recycling program management
- Contract management, accounting, and office administration
- Preparing educational materials, press releases and developing and managing outreach campaigns

An understanding of the technical issues associated with recycling, composting, e-waste recycling, and confidential document security is preferred. Must be proficient with Microsoft Office (Word, Excel and PowerPoint). Some graphic arts knowledge would be beneficial.

Benefits

Boulder County is a progressive employer offering a stable working environment, a comprehensive benefits package including health, dental and life insurance, PERA and Social Security retirement plans, wellness programs, paid vacation and holidays, bus passes and more. Check us out at www.bouldercounty.org.

Application Process

An application must be completed for each position. No resumes accepted in lieu of application. Apply to Boulder County Human Resources, P.O. Box 471, Boulder, CO 80306; at the Courthouse East Wing at 2025 14th Street, Boulder, or apply online at www.bouldercounty.org. All new employees and rehires will be required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information. Job line 303-441-4555

**Deaf and hard of hearing assistance, call Relay Colorado 1-800-659-2656.
Boulder County is an Equal Opportunity/Affirmative Action Employer**

