



**RECYCLING EDUCATOR**  
Dutchess County Department of Planning and Development  
Salary: \$52,465

This is a provisional position in the Dutchess County Department of Planning and Development pending a future Civil Service exam. This position is responsible for developing, maintaining and implementing a recycling program that will result in the increase of the County's recycling rate. The work will require creative communication in working with local municipal governments in establishing recycling programs. General supervision and direction is received from the Deputy Commissioner of Solid Waste Management. Duties shall relate to the New York State Solid Waste Management Plan Beyond Waste and the Dutchess County Local Solid Waste Management Plan Rethinking Waste, which includes waste reduction, reuse, recycling, resource recovery, and landfilling.

**TYPICAL WORK ACTIVITIES:**

Assists in the County's comprehensive recycling and source separation program; assists in the coordination of recycling and source separation programs in local municipalities as needed on a county wide basis; develops and maintains outreach to area residents, community groups, municipal officials, schools and businesses concerning materials recovery and recycling; works with local recycling companies to assist in educational programs; provides direction to consultants employed by Dutchess County Solid Waste Management concerning recycling program goals; develops and maintains files on source separation programs and techniques, materials recovery systems and makes information available to interested groups and municipal officials; works closely with the Dutchess County Resource Recovery Agency and other similar organizations including the Hudson Valley Regional Council, Cornell Cooperative Extension Dutchess County, and the Dutchess County Environmental Management Council; implements and evaluates recycling and composting pilot projects; assists in monitoring compliance with the County's materials recovery and waste reduction regulations; assists in intern programs concerning recycling and materials management; may write grant proposals and prepare applications for assistance relating to recycling; attends and participates in conferences related to recycling, composting and reuse.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) A Bachelor's degree in education, environmental science, natural resources, engineering, planning, or a related field;
- OR: (B) An Associate's degree in education, environmental science, natural resources, engineering, planning or related field and two (2) years of work experience in either municipal, community, or regional planning with emphasis in solid waste management or recycling;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**NOTE:** You must provide a legible copy of your college transcript(s) for each college attended. Transcript(s) must show your name; your student identification number; the name of the issuing school; the type of degree received, if any; the date the degree, if any, was conferred; full course names; credit hours; grade earned for each course; and a cumulative Grade Point Average (G.P.A.). Transcripts can be submitted in person, by email to [HRExams@DutchessNY.gov](mailto:HRExams@DutchessNY.gov) or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5<sup>th</sup> Floor, Poughkeepsie, NY 12601.

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**For immediate consideration, submit an application on or before 5/30/2022**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

OR

Download an application from [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

and mail it to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY  
12601

An EEO/AA Employer

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