



County of San Mateo - Resource Conservation Specialist I/II/III

The County's Office of Sustainability seeks well qualified applicants for the position of Resource Conservation Specialist I/II/III. We are seeking a full-time Resource Conservation Specialist in the Waste Reduction Program who can empower our employees and our community members to embrace sustainability more fully and use resources more efficiently.

The Waste Reduction Program aims to promote resource conservation throughout San Mateo County through the 4R's (Reduce, Reuse, Recycling, Rot/Compost). Our vision embodies a sustainable future where little to no waste is sent to landfills in a cradle to cradle closed loop system. To this end, the Waste Reduction team works on a variety of programs and initiatives that increase public education and awareness, provides technical assistance, integrates resource conservation with local school curriculum, and fosters regional collaboration with agencies and organizations throughout the County. We are focused on building a diverse and inclusive workplace. Even if you do not meet 100% of the qualifications listed below, but you are excited by this role, we encourage you to apply.

Under the direction of the Waste Reduction Sustainability Program Manager, this position will be responsible for supporting (1) the transition of the County's Surplus Property program into a web-based system and (2) the County's waste diversion and reduction program for internal departments. The Surplus Property program works with departments to find better and higher use for unwanted furniture, electronics, vehicles, etc., and the internal waste diversion program is responsible for ensuring the highest amount of waste reduction and diversion from departments. Duties will include, but are not limited to, the following:

The **IDEAL CANDIDATE** will have:

- A strong interest in solid waste, sustainability and environmental issues.
- Experience in the solid waste field and a college degree in Public Administration, Business Administration, Public Policy, Environmental Science or a related field. A Master's degree is preferred.
- Project management skills - able to independently manage a project from start to finish in a timely manner.
- Strong interpersonal relations - a natural marketer who easily connects with people.
- Clear communication skills - both verbally and in writing.
- Strong analytical skills - experienced in conducting research and analyzing data.
- Independence - can "hit the ground running" and work with minimal supervision.
- Flexibility - able to change course quickly and effectively.
- A desire to learn more about a career in local government.

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:



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- I Level: Bachelor's degree in environmental science, public policy, biology, natural resource management, ecology or a related field.
- II Level: One year of experience in the field of resource conservation which has included program analysis and coordination.
- III Level: Two or more years of journey-level program coordination experience, including coordination of resource conservation or sustainability program(s) that comprise broad range of area.

A competitive benefits package is associated with this position and varies depending on the classification of the position. For complete information regarding benefits please click [here](#).

\$34.30-\$47.19/Hour

Final Filing Date: July 23, 2019

To learn more about the position and to apply online, visit our website at <https://www.governmentjobs.com/careers/sanmateo/jobs/2495458/resource-conservation-specialist-i-ii-iii-open>. Applications are only accepted online. EOE