

Community Recycling & Waste Reduction Assistant (Bilingual English/Spanish)

Job ID: 106210

Location: DTD-Sustainability/Solid Waste

Full/Part Time: Full Time

Regular/Temporary: Regular

CLACKAMAS COUNTY CORE VALUES

WE ENCOURAGE YOU TO PRINT OR SAVE THIS JOB ANNOUNCEMENT FOR YOUR REFERENCE. IT WILL NOT BE ACCESSIBLE AFTER THE CLOSE DATE.

Clackamas County employees work to serve the public and enrich our community. In that spirit, we pledge to hold ourselves to these standards at all times in our interactions with customers and one another:

Service

- **Professionalism**
- **Integrity**
- **Respect**
- **Individual accountability**
- **Trust**

By incorporating these values into our daily routines, we can better serve our customers, ourselves and our projects. We're always looking to improve. That's the Clackamas County **SPIRIT**.

<https://www.clackamas.us/countyadmin/spirit>

Equity, diversity, and inclusion are at the core of everything we do. Clackamas County is committed to building a workforce that reflects the community we serve, so we encourage applicants of diverse backgrounds and experiences to apply.

CLOSE DATE

This Job Posting closes at 11:59 p.m. (Pacific Time) on **Tuesday, June 21, 2022**.

Please Note: The application deadline may be extended to expand the pool of qualified candidates. Any recruitment timeline changes will be communicated to all who have initiated an application process or have submitted an application.

INFORMATION SESSIONS

Would you like to learn more about this opportunity, working in the Sustainability & Solid Waste program, our commitment to equity and inclusion, or how to navigate the application process? Please join us for one of two information sessions on Thursday June 9, 2022. To register for the information session, please click on the one of the following links for the time that's most convenient to you:

- https://clackamascounty.zoom.us/webinar/register/WN_yfMISDEUSgSrQcPaPe-2bw
- https://clackamascounty.zoom.us/webinar/register/WN_Zx4ddr0oSRqgcKESxSvEoQ

WHO MAY APPLY

This position requires fluency in both English and Spanish languages, including speaking, reading, and writing. (Please note: Language fluency means being capable of using a language easily and accurately. Being “bilingual” means using or able to use two languages fluently.)

THIS RECRUITMENT IS OPEN ONLY TO APPLICANTS WHO POSSESS BILINGUAL (ENGLISH & SPANISH) LANGUAGE SKILLS. Applicants who ARE NOT fluent in BOTH English and Spanish languages, ARE NOT ELIGIBLE to apply for this position.

PAY AND BENEFITS

WHAT WE OFFER (PAY & BENEFITS):

Clackamas County proudly offers an attractive compensation and benefits package, including competitive wages, cost-of-living adjustments, merit increases (for eligible employees) and a robust sick and vacation plan for regular status employees.

We encourage and support employee health and wellness by offering a variety of gym membership discounts, annual wellness fairs and alternative care benefits, so you can customize your wellness needs to fit your lifestyle.

This is a full-time (40 hours per week) County position represented by the <https://dochub.clackamas.us/documents/drupal/09e8b63a-5948-47ed-bc4c-37435762f4c6>.

Competitive compensation package:

Annual Salary Range: \$44,597 - \$55,995 (Bilingual skills are compensated at an additional 5%.)

Hourly Pay Rate: \$21.44 - \$26.92 (Bilingual skills are compensated at an additional 5%.)

***Salary offers will be made within the posted pay range and will be based on a candidate's experience (paid or unpaid) that is directly relevant to the position.**

In addition to competitive wages, Clackamas County offers an attractive benefits package and incentives for employees in regular status positions.

Generous paid time off package, including:

- 12 hours of vacation accrued per month
- 8 hours of sick accrued per month
- 10 paid holidays and 1 personal day per year

Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP)

- Employer paid 6% PERS retirement contribution
- OPSRP members get vested after five years of contributions or when they reach age 65
- Other Retirement Savings Options that allow for additional retirement funds savings, including an option to contribute a portion of employee earnings on a pre or post-tax basis to a 457 Deferred Compensation Plan

Other Benefits:

- **A Choice of Medical Plans that include chiropractic coverage, alternative care, vision and prescription drug coverage**
- **A Choice of Dental Plans**
- Robust EAP and wellness programs, including gym discounts and wellness education classes
- Longevity pay
- A variety of additional optional benefits

<https://dochub.clackamas.us/documents/drupal/e044da55-8261-4563-b291-b40e891a2031>

<http://www.clackamas.us/des/benefits.html>

JOB DETAILS AND QUALIFICATIONS

- **Do you find it rewarding to help create a sustainable community and organization?**
- **Are you an excellent communicator who loves to build new connections?**
- **Do you want to use your fluency in Spanish to positively impact community members and business owners?**
- **Do you appreciate the diverse needs and approaches to successful engagement in a County that encompasses many different communities?**
- **Are you a strong, creative collaborator?**
- **Are you passionate about providing excellent customer service?**
- **Do you have a team-first mindset and love seeing a team succeed and thrive?**

If you answered “yes” to the questions above, we want you to join our team as a **Bilingual Community Recycling & Waste Reduction Assistant** (classified as Human Services Assistant) at the Clackamas County Department of Transportation & Development / Sustainability & Solid Waste Program. If selected for this position, you will provide support, technical assistance and outreach to recycling and waste reduction programs that serve businesses, schools, and multifamily communities to ensure that waste reduction, recycling, and resources for sustainability are inclusive and serve everyone. In this role, you will also be responsible for providing recycling resources and support for up to 90 events throughout the County. This includes providing on-site introductory technical assistance and delivery of resources, such as recycling containers, to event coordinators and planners, outreach volunteers, property managers, businesses, schools and multifamily communities. Additionally, you will be involved in community outreach and in supplying recycling materials and resources for use in the community.

We are committed to being an exemplary organization with best practices in sustainability and waste reduction. It is critical that every member of our team recognizes the vital role we play in our community. To that end, we are searching for an experienced individual, who is motivated to be a positive and collaborative contributor, demonstrating strong interpersonal, communication and organizational skills that will allow us to improve, develop and enhance our operations.

Required Minimum Qualifications/ Transferrable Skills:*

- A minimum of two (2) years of relevant experience providing administrative program support (Administrative program support experience may include some or all of: tracking data and reporting, organizing program materials, maintaining supply inventory, and/or coordinating schedules or reservations for program-related events)
- Fluency in both English and Spanish (**Please note: Language fluency means being capable of using a language easily and accurately. Being "bilingual" means using or able to use two languages fluently.**)
- Experience working with, providing outreach and/or building relationships with representatives from underserved communities or other similar groups or individuals that have experienced hardship, disparities or barriers
- Experience providing customer service in person and over phone or email
- Experience in positions that required strong organizational skills and attention to detail
- Strong interpersonal skills that translate into:
 - Strong verbal and written communication skills that demonstrate the ability to interact with diverse individuals
 - Ability to establish and maintain effective working relationships and partnerships both internally and externally
 - Ability to handle a wide range of situations and circumstances effectively, positively
 - Ability to work well independently, as well as having a collaborative, team-oriented approach to work
 - Respectful of the needs and interests of others, assertive, accessible and approachable
 - Exercising tact, good judgment in all interactions
 - Strong active/reflective listening skills
 - Possess cultural awareness and the ability to work well with diverse groups of individuals
- Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment. <http://dochub.clackamas.us/documents/drupal/828106a0-265a-47cc-a3a6-0a2c8b028673>

Preferred Special Qualifications/ Transferrable Skills:

- Experience working with and building relationships with Spanish-speaking communities
- Experience with recycling, waste reduction/waste prevention or sustainability program practices
- Experience using Microsoft Word, Excel and Outlook

*For Veterans qualified for Veteran's Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the open-ended question at the end of the application and explain how those skills and/or qualifications relate to this position.

KEY COMPETENCIES FOR SUCCESS IN THIS POSITION:

Embodies "SPIRIT" by demonstrating a commitment to the Clackamas County core values of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust in their work (Clackamas County Core Values).

Builds Relationships by sustaining cooperative working relationships with internal and external customers, partners and stakeholders; honoring commitments; and, delivering exceptional customer service.

Promotes Cultural Responsiveness by empowering others and building a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds and values.

Commits to Teamwork and Collaboration by working effectively towards a shared goal, encourages sharing of information, productive problem solving and putting team success first.

Demonstrates Excellent Customer Service by anticipating, assessing, and responding effectively to the needs of those we serve.

Professional Communication demonstrated by self-awareness, respect for others, empathy, situation appropriateness and professionalism when communicating verbally, non-verbally and in writing.

Embraces Continual Learning by displaying an ongoing commitment to learning and willingness to grow within the job.

Seeks to Problem Solve by using critical thinking and analytical skills, identifies alternative strategies bringing a solution-focused approach to address challenging or difficult problems.

Demonstrates Initiative and Motivation by managing time, identifying opportunities to improve our services, and developing strategies to effectively manage and prioritize tasks with thoughtfulness and self-awareness.

Displays Creativity and Innovation by generating new ideas and being open to others' ideas.

Puts Ethics into Action by holding himself, herself, or themselves to a high standard of professional, honest, and objective behavior in all dealings with staff, stakeholders, community partners, service providers and the public.

TYPICAL TASKS

Duties may include but are not limited to the following:

- Event recycling program coordination: facilitate outreach and reservations, work with event planners, coworkers and garbage collectors as needed; maintain contact list; inventory and maintain supplies; coordinate reservation system for Clear Streams
- Business program support: recycling requirement checks; basic recycling and waste reduction assistance in the field; deliver resources and supplies; track data and report
- Schools program support: recycling requirement checks; basic recycling and waste reduction assistance in the field; assist in Oregon Green Schools (OGS) certification; deliver resources and supplies; track data and report
- Multifamily program support: recycling requirement checks; basic recycling and waste reduction assistance in the field; deliver resources and supplies; track data and report

- Community outreach program support: support event-based and other Master Recycler or staff outreach; organize and provide materials and kits; maintain supplies

WORK SCHEDULE

This position works 40 hours during a standard workweek with one of the following schedules:

- Monday through Friday, working 8 hours per day (5/8)
- Monday through Thursday, working 9 hours per day and every other Friday, working 8 hours per day, with every other Friday off (9/80)

Please note: This position may entail working occasionally outside the regular schedule, primarily to support events during the event season (May-September). Specific hours of work will be discussed with the candidate selected for this position at the time an offer of employment is extended.

This position is eligible for hybrid on-site/telework subject to the <https://dochub.clackamas.us/documents/drupal/9065b5fb-2237-47ce-9534-e7c8c40fc2bc> and based on the Department's business needs. The exact amount of on-site/telework and schedule will be discussed with the hiring manager during time of offer. Telework locations cannot be located outside of Oregon or Washington. Washington residents must perform 50% of their time on-site at Clackamas County.

EXPLORE CLACKAMAS COUNTY

Clackamas County is in a prime location in the Portland, Oregon metropolitan area and is recognized nationally as one of the most livable areas in the United States. Located on the southern edge of the City of Portland and extending to the top of Mt. Hood, Clackamas County is part of a thriving region in the Northwest. It has a population of about 420,000 residents.

<http://www.clackamas.us/>

<http://www.clackamas.us/onboarding/>

<https://www.mthoodterritory.com/>

<http://www.clackamas.us/diversity/>

ABOUT THE DEPARTMENT

The mission of the Department of Transportation and Development (DTD) is to assist citizens and businesses in creating vibrant, sustainable communities through innovative and responsive public service.

DTD is responsible for a broad range of county services involving land use planning and permitting, building permits, county code enforcement, solid waste and recycling, road construction and maintenance, surveying, plat approvals, public land corner restoration and dog services. The county's urban renewal programs also report to DTD.

<http://www.clackamas.us/transportation/>

APPLICATION PROCESS

Clackamas County only accepts online applications.

Help With Your Application:

<https://dochub.clackamas.us/documents/drupal/6b3147a3-bf84-4f52-8238-64a37e936b4f>

<https://www.clackamas.us/jobs#helpwiththeapplication>

If you have any questions or issues you may contact the Department of Human Resources at 503-655-8459 or jobs@co.clackamas.or.us. Our office hours are Monday - Thursday 7:00 a.m. - 6:00 p.m. Pacific Time (closed on Fridays).

HOW TO CLAIM VETERAN'S PREFERENCE

<https://www.clackamas.us/des/jobs.html>

<https://dochub.clackamas.us/documents/drupal/a67ee11c-861c-4126-aa5a-4dec6174f6eb>

VISA SPONSORSHIP

Clackamas County does not offer visa sponsorships. Within three days of hire, applicants will be required to complete an I-9 and confirm authorization to work in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

Clackamas County is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the Department of Human Resources prior to the recruitment close date. You may request an accommodation during the online application process.

To apply, visit <https://apptrkr.com/3119120>

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