



CITY OF SAN ANTONIO JOB ANNOUNCEMENT

111 Plaza de Armas San Antonio, Texas 78205 Phone No. (210)207-8108

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Job Number / Title:	0090-CLEAN COMMUNITY COORDINATOR	Closing Date:	11/25/2009
Salary:	\$31,814.64 - \$47,721.96 / Annually	FLSA Status:	Exempt
Date Posted:	11/11/2009	Grant Funded:	No
Department:	Solid Waste Management		

Job Summary

Under general supervision, is responsible for performing varied, professional work involving the planning, organizing, and implementing of the Clean Community Program to ensure a cleaner and more attractive City through education and community involvement. Exercises direct supervisor over volunteers.

Essential Job Functions

- Conducts meetings to increase Citizen awareness of the City's recycling goals and programs;
- Works with community groups involved with cleaning up the City and increasing the understanding of solid waste issues;
 - Attends meetings with neighborhood associations, civic groups, and schools;
 - Researches, designs, and recommends project proposals for action to senior staff and Clean Community Commission members for targeted areas;
- Participates in the development and monitoring of the section budget;
- Develops applications and requests for grants;
- Organizes and directs volunteers for clean-up campaigns;
- Assists in the development and implementation of public-private partnerships, and neighborhood self-help/volunteer programs;
 - Coordinates cooperative efforts with other City departments and outside agencies to effectively concentrate and direct existing program resources to alleviate detrimental conditions impacting neighborhood appearance;
 - Develops and organizes conferences, seminars, workshops, and presentations to educate and inform residents on pertinent issues;
 - Prepares high quality written reports and oral presentations on project progress and results and budget program recommendations;
 - Performs related duties and fulfills responsibilities as required.

Job Requirements

- Bachelor's Degree from an accredited college or university with preferable coursework in Business Administration, Public Relations, or a related field.
- Three (3) years of experience in program/resource development, and community/public relations.
- Substitution Ratio: Two years of related experience may be substituted for one year of higher education or one year of related higher education for two years of experience;
- ANY APPLICANT SELECTED FOR EMPLOYMENT WITH THE CITY OF SAN ANTONIO MUST RECEIVE SATISFACTORY RESULTS FROM PRE-EMPLOYMENT DRUG TESTING, REFERENCES, BACKGROUND CHECKS AND CREDENTIAL VERIFICATION. ADDITIONALLY, EMPLOYEES IN SENSITIVE OR HIGH RISK POSITIONS ARE SUBJECT TO INTERVAL CRIMINAL BACKGROUND CHECKS AND IN ACCORDANCE WITH TITLE 49 CODE OF FEDERAL REGULATIONS, EMPLOYEES IN CDL POSITIONS ARE SUBJECT TO RANDOM DRUG TESTING.

Preferred Qualifications

- None

Physical Requirements

- Light

Work Location

- 1940 Grandstand

Work Hours

- 7:45 a.m. - 4:30 p.m., Monday - Friday;
- At the Dept's Discretion, the Work Location and Work Days/Hours May Be Subject to Change;
- This position can be closed at any time.

Contact Dawnette Escobedo (207-8108) for further information.

The City of San Antonio is an Equal Opportunity Employer