

# COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET  
POST OFFICE BOX 156  
NEWBERRY, SOUTH CAROLINA 29108

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## VACANCY ANNOUNCEMENT

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**DIVISION:** Public Works Department

**JOB LOCATION:** 270 Public Works Drive, Newberry, SC

**POSITION:** Recycling Coordinator

**HOURS WORKED PER WEEK:** Regular Full-time, 40 hours per week

**SALARY:** \$37,000.00

**CONTACT PERSON:** Katherine Cook, Director of Human Resources (803) 321-2100

**POSITION DESCRIPTION:** Serves as the County's recycling liaison coordinating and organizing the collection of household waste and recyclables for Newberry County. Coordinates related recycling activities with State and local agencies and vendors. Seeks out grants and submits grant applications to further the goals of Newberry County recycling programs. Creates and presents educational programs, develops markets, and organizes recycling events. Performs responsible related administrative work in support of recycling programs. Assists the Public Works Department and Transfer Station with day to day activities as directed by the Public Works Director.

**MINIMUM TRAINING AND EXPERIENCE:** Requires an associate degree plus additional coursework in business administration, accounting, marketing, or related field supplemented by three to five years of responsible bookkeeping, accounting, or responsible administrative experience or a combination of skills, knowledge, experience, and qualifications that is justifiably similar to the above. Excellent customer service and computer skills to include Microsoft Word and Excel. Must possess a valid SC state driver's license.

**GENERAL INSTRUCTIONS:** Applications will be accepted for this position until filled. Newberry County Employment Applications may be obtained by visiting [www.newberrycounty.net](http://www.newberrycounty.net) or by contacting the Human Resources Office at the Newberry County Courthouse Annex, 1309 College Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

## THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND NEWBERRY COUNTY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COUNTY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PAPAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**