

NOTICE OF JOB OPENING

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Posting Begins	August 18, 2022	Posting Ends	September 28, 2022
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Position Title	PROGRAM COORDINATOR
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Department	Public Works	Division	Solid Waste
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	
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BRIEF JOB DESCRIPTION: Responsible for the Household Hazardous Waste program and Dumpster Days event. This position tracks the WM collections' daily routes and follows up with missed pick-up routes. The Program Coordinator will assist the Program Supervisor in managing the day-to-day operations and administration of the Solid Waste Division. The duties include tracking customer service goals, assisting with long-range plans to meet state mandates, monitoring and evaluating services' efficiency and effectiveness.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and two years of related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,160.00-\$5,564.00/mo.	PI #	2326	Class. Code	1417
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Ext 9/15/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE

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