

MARK TWAIN REGIONAL COUNCIL OF GOVERNMENTS

Solid Waste/Community Planner

Characteristics of the Job

Under the supervision of the Executive Director, the Solid Waste/ Community Planner will be responsible for the administration of the solid waste program and community related activities; and performs other duties as required.

Duties or Responsibilities include:

- Maintenance of solid waste files
- Quarterly Reports
- Accounts receivable and accounts payable
- Work well with Subgrantee's
- Grant Administration
- Site Visits
- Develop Presentations and Programs
- Policy Implementation
- Facilitate Board Meetings
- Implement State policies
- Develop and maintain a close working relationship with state and federal agencies
- Attend training, educational programs or workshops relevant to the position
- Assist in grant writing and administration of projects
- Performance of any other task assigned.
- Attendance at meetings/trainings requiring overnight stays
- Must be able to lift 50 lbs

Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.

Qualifications

Graduation from an accredited college or university with major emphasis in accounting, public administration, planning, business, or related fields. Experience may be substituted for educational requirements. Effective oral and written communication skills are mandatory. Must be self-motivated and organized. Applicant must possess the ability to conduct meetings, interact with the public, elected officials and representatives from State and Federal agencies.

To be considered for the position, please submit a resume with professionally-related references and salary expectations to: Cindy Hultz, Mark Twain Regional COG, 42494 Delaware Lane, Perry, MO 63462 OR hultzcog@rallstech.com. Resumes will be accepted until the position is filled. The Council of Governments is an Equal Opportunity Employer.