

# City of Las Vegas Career Opportunity

Applications are being accepted for a full-time **KAB Coordinator** for the City of Las Vegas Solid Waste Division of the Utilities Department.

**Entry Level:** \$12.29

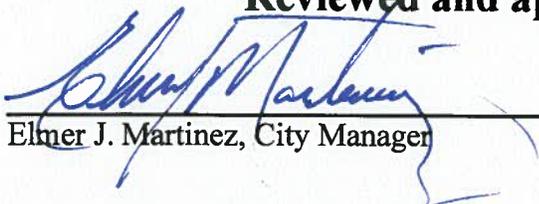
**Nature of Job:** Will perform duties and assignments under the direction of the Solid Waste Director of the Solid Waste Department in conjunction with the Keep America Beautiful Committee. Responsible for developing, implementing and carrying out various educational projects, anti-litter projects, anti-graffiti projects, and community volunteer efforts designed to improve the cleanliness and attractiveness of the community. Coordinates activities with a Keep America Beautiful Committee, Las Vegas Pride and other volunteer organizations. Public Relation programs designed to increase public awareness of Keep Las Vegas Clean; Educational Programs which will keep the public advised of the activities of the Solid Waste Departments general clean—up projects and recycling issues. Works with a Keep America Beautiful Committee in developing action plans. Recruits Keep America Beautiful Committee Members. Representation of the Solid Waste Department in accomplishing various activities throughout the community. Assists the Keep America Beautiful Committee and Las Vegas Pride Chairperson in organizing committee meetings. Serves as liaison on behalf of the City of Las Vegas between the City and various community entities. Conducts workshops and educational talks on behalf of the Keep America Beautiful Program. Prepares monthly and annual reports on all activities. May be required to perform presentations before the governing body, committees and other organizations.

**Qualifications:** High School diploma or equivalent; must possess a valid NM driver's license and be insurable by the City's insurance carrier. One (1) year experience in a Municipal or other governmental agency that requires working with the public and other governmental agencies in a variety of projects.

**Posted:** General Public: January 27, 2015 thru February 3, 2015

**General Public:** Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

**Reviewed and approved for publishing by:**

  
Elmer J. Martinez, City Manager

  
Human Resource Manager