



JOB ANNOUNCEMENT

General Public

OPEN DATE: September 13, 2022

CLOSE DATE: Until Filled

JOB TITLE: Keep America Beautiful Coordinator

PAY RATE: \$16.47/hour

DEPARTMENT: Utilities

DIVISION: Solid Waste

SUMMARY:

Performs under the general direction of the Solid Waste Manager or designee The KAB Coordinator will perform duties and assignments under the direction of the Solid Waste Manager in conjunction with the Keep America Beautiful Committee. Will be 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.

DUTIES AND RESPONSIBILITIES

- Coordinates activities with a Keep America Beautiful Committee, Las Vegas Pride, and other volunteer organizations.
- Public Relations 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 Department general clean-up projects and recycling issues. Works with a Keep America Beautiful Committee in developing action plans. Recruits Keep American 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 a 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.
- May be required to work Saturdays to cover the window and tend the scale, accept payment, verify residence, along with other duties associated with working the window.
- Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

- One year experience in a Municipal or other governmental agency that requires working with the public and other governmental agencies in a variety of projects.
- Experience organizing various size events, promoting, and working with other groups.

PREFERRED REQUIREMENTS

- Bilingual

EMPLOYMENT REQUIREMENTS

- High School Diploma or GED.
- Must possess and maintain an insurable New Mexico Class D Driver's License.
- Must obtain Transfer Station Operator certification within six months of employment; must maintain recertification training requirements (24 CEU's) before the expiration of the certificate. Certification takes effect one year after the exam is taken.

KNOWLEDGE, SKILLS AND ABILITIES

- Must demonstrate knowledge and ability to use a variety of office equipment and field equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accept oral and written instructions and follow through thoroughly.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.


APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application. The employment application is available at:

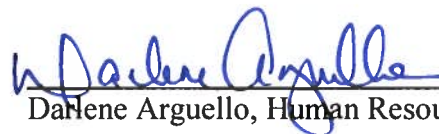
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Darlene Arguello, Human Resource Director