

**UNIVERSITY OF OREGON**

**POSITION DESCRIPTION FOR  
OFFICER OF ADMINISTRATION**

EMPLOYEE\OHR DATE: 12/16/02

a. Working Title: CAMPUS OPERATIONS ENVIRONMENTAL RESOURCE & RECYCLING MANAGER (New Position)

b. Department: Facilities Services  Revised, Date: 12/12/02

c. Employee Name: KARYN S. KAPLAN  Exempt (From OT)

d. Actual FTE: 1  Non-Exempt (OT Eligible)

e. Position No.: B98548

**GENERAL DESCRIPTION OF THE POSITION**

(Include budgetary authority, supervisory responsibilities, level of decision-making, and reporting relationship.)

Direct, administer all campus recycling and campus waste reduction activities. Monitor all campus environmental activities including campus recycling, university waste stream and other areas involved in environmental programs/policies/practices. Ensure Campus Recycling Program compliance with legislative and University laws and policies. Stay abreast of other environmental laws/practices (including legislative, industry and higher education), keep administration informed. Through research and representation on campus, local, state and national committees, work with University administrators to recommend, establish goals and develop environmental policies/practices/programs on campus.

Represent UO campus environmental issues to legislative groups, media, agencies and other entities. Responsible for education to campus, other universities, agencies and other external entities on UO recycling, sustainability and other campus environmental issues. Coordinate educational workshops, presentations on environmental issues on and off campus. Manage campus environmental department coordinators list serve.

The position is responsible for directing and administering the Campus Recycling Program which includes: identifying, establishing collection, finding markets for campus waste diversion and creating waste reduction opportunities for all campus areas including administrative, classrooms, public areas and university housing. Responsible for developing program administrative and operating policies. Position supervises Campus Recycling Program classified staff, student

employees, academic interns and contractors in maintaining efficacy of Program. Management, administration and securing of 3 annual budgets (Facilities, ASUO, Housing) plus program revenue, contracts and other funding sources such as grants ~ total of \$400,000.

The position reports to Alan Smith, Facilities Business Manager. This position is expected to independently make decisions of interpreting, implementing policy, programs and employee management. Position reports to seek guidance in less defined areas and report progress.

## **DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME**

### **45% PROGRAM COORDINATION AND ADMINISTRATION**

Direct Campus Recycling Program.

Supervise 4 full-time Recycling Coordinators, 2 student administrative assistants, academic interns, ~45 student recyclers (~12 FTE) through the classified coordinators and web design contractor.

In conjunction with Program Coordinators, develop long range program goals, along with program operation systems (i.e. marketing of recycled materials).

Stay abreast of latest waste management technology and legislative regulations. Ensure program compliance.

Develop and implement program administrative rules and operating policies (i.e. handling of confidential materials, program safety policy, student employee policies).

Develop and implement program expansion projects (such as zero waste programs, composting).

Conduct Program Coordinator meetings to monitor program efficacy, troubleshoot, implement new policies, educational activities, program development, duty delegation.

Assist Recycling Coordinators in operational functions as needed (i.e. especially during busy times such as finals, ASUO Street Faires, Folk Festival, Move-outs). Forklift operation, driving large vehicles.

### **(10% BUDGET ADMINISTRATION)**

Develop and manage Recycling Program budget. Generate budgetary data, assess program projected expenses, create line item budget.

Determine, create, negotiate and manage program contracts (i.e. cardboard, housing, ASUO, recycling component of campus vending contract).

Represent Campus Recycling budget to ASUO Programs Council in monthly meetings, preparation and presentation of extensive budget packet and annual report. Present budget at hearings. Includes in-depth reports and analysis.

Seek grant and other program funding opportunities.

#### 10% PROGRAM MONITORING

Ensure comprehensive tracking, monitor Recycling Program performance (i.e. analysis of campus waste stream, labor costs) Present to key administrators, government agencies and other colleges as required and requested.

Stay abreast of other on-campus environmental tracking (i.e. energy use, hazardous materials recycled, computers recovered).

Research, stay current on recycling, waste management and environmental legislation.

Research industry trends and other campuses environmental operating procedures.

Work with legislature and campus legislative services, on waste and sustainability legislation (i.e. testified on the bottle bill).

#### 15% RECYCLING AND CAMPUS ENVIRONMENTAL PROGRAMS REPRESENTATION

Liaison to campus, administration, ASUO environmental coordinator, ASUO energy conservation project coordinator, student groups, other institutions of higher education and other agencies on campus environmental issues.

Media contact/resource on campus environmental issues. Publicize campus efforts on environmental initiatives.

Represent the campus on university, county, state and national committees (i.e. Env. Issues, Governor's Task Force on Sustainability, College Recycling Council).

Manage campus Environmental Coordinators list serve to communicate to campus departments on environmental issues.

Work with EMU Grant writer on in-depth funding proposals (i.e. electric truck).

Outreach to other institutions, entities and agencies through networking.

#### 10% ENVIRONMENTAL PROGRAMS DEVELOPMENT

Assist campus and greater community in creating campus environmental projects, assess proposals, work with other administrators as needed.

Develop, implement and administer waste reduction programs (i.e. EMU waste reduction project, construction projects recovery).

In conjunction with key campus administrators, establish campus environmental goals, policies and environmental program development (i.e. UO environmental policy, sustainable development guidelines, campus and grounds composting program).

Make recommendations to campus administrators on environmental and conservation programs implementation (composting, energy conservation, buy recycled, campus environmental policy, confidential materials handling).

#### 10% TECHNICAL

Research sustainability/environmental practices applicable to the university.

Stay current on global environmental issues, environmental compliance and laws (computer disposal laws, energy laws, recycling).

Keep key administrators apprized of resources and information on campus environmental issues in higher education.

Stay current on all campus environmental issues activities (work with units as needed).

Write reports, perform analysis on program (i.e. development, efficacy, program economics).

#### 10% EDUCATION

Chief educator for campus environmental issues (recycling, sustainability, resource conservation). Includes explaining program/University goals and how programs function, tours and presentations.

Develop campus educational programs (i.e. office presentations, earthday fair, recycling awareness week, displays).

Oversee all program educational materials including brochures, posters, signs, newsletters.

Provide and supervise student academic internships to do research and educational projects on campus environmental issues.

Coordinator/presenter for workshops, trainings and campus, state, regional, national conferences on campus environmental issues (including recycling, sustainability, resource conservation).

**Number of employees supervised.**

4 Classified

     Officer of Administration

~45 Student

40 % of Time Spent in Supervision

**EXPERIENCE & EDUCATION REQUIRED**

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Human Resources Signature

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Date