

COUNTY OF FULTON

Job Title: Planning & Mapping Director/Recycling Coordinator
Department: Planning and Mapping
Reports To: Commissioners
Salary Level: M3, \$19.93 per hour
Hours per week: 37.5
Prepared: 12/16/2024

Summary: Responsible for administering all programs and activities of the Fulton County Planning Commission and the county Recycling Program; establish policies, plans and ordinances dealing with the future of Fulton County.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Planning & Mapping:

- Updates and administers the County Comprehensive Plan and Multi-Municipal Comprehensive Plan.
- Assists municipalities in creating and updating of ordinances.
- Maintains, updates and creates GIS layers as necessary.
- Coordinates GIS addressing and mapping projects.
- Assigns addresses for county residents.
- Maintains GIS layers for 911.
- Maintains the existing county tax maps and parcel maps.
- Prepare budgets for presentation to the County Commissioners and the Business Manager.
- Advisor to the Planning Commission.
- Reviews subdivision plans.
- Coordinates the transportation improvement program.
- Coordinates Solid Waste Management plan.
- Coordinates Hazard Mitigation plan.
- Coordinates Greenway plan.
- Assists the tax assessment office with UPI (Uniform Parcel Identifier).
- Works closely with tax assessment and EMA/911.
- Attends township meetings as necessary.
- Assists public with questions, maps, etc.

Recycling:

- Serve as a contact for waste reduction, recycling, leaf and yard waste composting and household hazardous waste program questions from within the county.
- Coordinate recycling activities in the county through communication with the public and private recycling agencies and all levels of government.
- Coordinate tire collection and special collection events as funding allows.
- Provide technical assistance to municipalities on developing and implementing waste reduction, recycling, leaf and yard waste composting and household hazardous waste programs.

- Collect data on municipal recycling programs within the county and on commercial, institutional and municipal establishment recycling, and recycling at community activities.
- Report the data annually to the PA Department of Environmental Protection (DEP).
- Develop educational programs and materials on waste reduction, recycling, leaf and yard waste composting, household hazardous waste programs and litter control.
- Develop recycling programs for special materials such as automotive waste oil, tires, household hazardous waste, white goods, batteries, electronic equipment, computers and devices that contain cathode ray tubes such as televisions and computer monitors.
- Participating in, and coordinating when appropriate, waste reduction, recycling, leaf and yard waste composting and household hazardous waste meetings, training programs, workshops and conferences.
- Prepare recycling and household hazardous waste program grant applications.
- Attend meetings of the Tri-County Solid Waste Advisory Committee.
- Responsible for all client communications and conflict resolution.
- Review and report County and municipal recycling programs analytics to elected officials/municipal coordinators.
- Collaborate and communicate with haulers.
- Other duties as assigned.

Education and/or Experience

Associates degree in planning or a closely related field, with focus on GIS; three years progressively responsible experience in planning and GIS; or any combination of education, training and experience which provides the required knowledge, skill and abilities.

AICP and GISP certifications preferred.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies:

Design – Demonstrates attention to detail; Generates creative solutions.

Problem Solving – Identifies and resolves problems in a timely manner.

Project Management – Develops project plans; Gathers and analyzes information skillfully; Coordinates projects, completes projects on-time and on-budget.

Customer Service – Responds promptly to customer needs.

Interpersonal Skills – Focuses on solving conflict; Remains open to others' ideas.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification, responds well to questions; participates in meetings.

Written Communication – Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities, contributes to building a positive team spirit

Change Management – Develops workable implementation plans; Monitors transition and evaluates results.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.

Cost Consciousness – Works within approved budget, develops and implements cost savings measures, conserves organizational resources.

Ethics – Treats people with respect, works with integrity and ethically.

Attendance/Punctuality – Is consistently at work and on time. Ensures work responsibilities are covered when absent.

Judgement – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation – Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.

Qualifications:

- Must have a valid Driver's License.
- Willingness to travel to recycling sites throughout the county.
- Must demonstrate skills to work with the public.
- Ability to learn on the job.
- Ability to work independently.
- Ability to work well with co-workers.
- Knowledge of and willing to follow safety regulations.
- Knowledge of working with recycling materials.

Computer Skills

To perform this job successfully, an individual should have knowledge of ESRI ArcGIS software, Trimble GPS software, Excel Spreadsheet and Microsoft Word Processing.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk and hear. The employee is occasionally required to sit. The employee must occasionally lift or move up to 50 pounds. Also, on occasion the employee should have the ability to lift 65 pounds and push or pull 50 pounds. The employee must have the ability to frequently kneel to the ground. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the recycling duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to toxic or caustic chemicals or risk of electrical shock. The noise level in the work environment is usually moderate to loud.