

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** MANAGER OF PUBLIC EDUCATION AND OUTREACH

**REPORTS TO:** CHIEF OF BUSINESS AND GOVERNMENTAL SERVICES

**JOB CLASS:** EXEMPT

**LOCATION:** DOVER

**PURPOSE:** The purpose of this position is to develop and implement all aspects of DSWA public education programs and curriculum. This position must manage and promote the DSWA Environmental Education Building and manage and develop all DSWA special events and outreach programs including facility tours.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Develops curriculum materials for DSWA educational programs.
- Manages and trains education staff and volunteers.
- Manages the Environmental Education Building.
- Manages special DSWA special events and outreach events.
- Conducts daily maintenance and updates to the DSWA website.
- Develops information for newsletters, press releases, public service announcements, annual reports, articles, and text for booklets, brochures, and other publications intended for internal and external use; prepares and designs DSWA annual report.
- Orders and designs DSWA promotional material and uniforms.
- Conducts tours of DSWA facilities for outside groups and visitors.

### ADDITIONAL DUTIES:

- Maintains a variety of records; collects and compiles data.
- Assist in development of media and promotional campaigns.
- Takes photographs for promotional material.
- Develops materials, slides, and signs for presentations, exhibits and DSWA facilities.
- Develops and manages filing systems and data bases for public education correspondence, citizens comments and complaints, public outreach efforts and responses, mailing lists, audiovisual materials, advertising materials, news articles, educational materials, special events and programs.

- Designs PowerPoint presentations and promotional signs.
- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in education preferred, 10 years of experience and 4 years of supervisory experience..

Knowledge of educational practices and techniques used in teaching young students. Knowledge of local media outlets and organizations. Knowledge of all Delaware schools. Knowledge of all aspects of DSWA facilities, duties and business practices. Knowledge of special environmental events and exhibits happening in Delaware. Skill in managing people. Ability to speak in a public setting and interact with large groups of people. Skill in writing and communication. Ability to compile and maintain database systems. Skill in visual and web design. Strong organizational skills. Computer experience in word processing and databases. Experience in developing and presenting curricular programs.

### Physical Requirements:

This position requires standing, walking, and sitting.

This position requires lifting up to 10 pounds.

No special vision requirements.

This position risks exposure to indoor environment and outdoor environment.

**SIGNATURES**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**SUPERVISOR**

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**DATE**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**HUMAN RESOURCES**

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**DATE**

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

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**EMPLOYEE**

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**DATE**

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*