

JOB ANNOUNCEMENT

Program Services Specialist I/II SB 1383 Implementation Project

Program Services Specialist I monthly salary range: \$6,757 - \$8,309/month

Program Services Specialist II monthly salary range: \$7,265 - \$8,933/month

The position may be filled at the Program Services Specialist (PSS) I or II level at the discretion of Agency staff.

About StopWaste

StopWaste is a public agency committed to advancing environmental sustainability and building healthy, equitable, climate resilient communities in Alameda County. Formed in 1976, StopWaste works on behalf of 17 member agencies, serving the 1.7 million residents of Alameda County. We're governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. We help cities, businesses, schools and residents through a wide range of services including technical assistance, grants and incentives, community engagement, public outreach campaigns, market development, and ordinance enforcement. For more information, please visit www.StopWaste.org and www.StopWaste.org/Rules.

The Position

The Program Services Specialist position primarily consists of fieldwork to perform site inspections of commercial and multifamily properties and office-based program support for implementation of a county-wide ordinance designed to reduce the amount of recyclable and compostable materials going to the landfill. On occasion, the position will also include site visits to monitor the use of compliant carry-out bags, field sampling for scientific studies, and program support for the Agency's Facility Fee project. The position will receive direction from staff working on these projects. StopWaste offices are located at 1537 Webster Street in downtown Oakland, and the Program Services Specialist will also be performing fieldwork throughout Alameda County.

Job Responsibilities

Consistent with the [Program Services Specialist job description](#) including the following duties:

- Conducts on-site visits at commercial and multifamily properties based on locations due for inspection or waiver verification; organizes and schedules routes to ensure timely completion of site visits.
- Locates hauler-serviced garbage, recycling, and organics bins; opens bags, examines, photographs, and reports on contents of each container and the site conditions; provides thorough documentation and relevant details through a handheld computer tablet; contacts supervisor if clarification or guidance is needed.
- Assists with inspections and communication of SB 1383 edible food recovery requirements.
- Represents StopWaste in public interactions on-site or virtually; educates businesses to improve material sorting by providing direct feedback and printed reference materials; answers inquiries and refers questions and issues to the appropriate resource as needed.
- Provides program support on technical assistance, outreach and education, and enforcement.
- Processes waiver applications and recycling documentation; research non-compliance reports.
- Participates in field sampling and data collection for scientific studies and program evaluation.
- Performs other duties as assigned.

Minimum Qualifications:

Education and Experience

Consistent with the [Program Services Specialist job description](#), any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying.

- Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in horticulture, environmental studies, education, communications, public relations, or a related field, and two (2) years (or three (3) if Program Services Specialist II) of responsible paraprofessional experience in source reduction, recycling, and/or waste management programs as well as demonstrated experience in conducting group educational/training sessions and presentations and/or public speaking directly related to area of assignment.

KNOWLEDGE OF: Safety equipment and practices related to the work. Proficiency in Microsoft Outlook, Word, and Excel. Techniques for providing a high level of customer service by dealing tactfully with account representatives, the public, and others in providing information and answering questions.

ABILITY TO: Effectively communicate in person, over the telephone, and in writing. Complete assigned inspections and tasks within established guidelines. Organize own work and meet deadlines. Maintain accurate logs, records, and basic written records of work performed. Operate a motor vehicle safely and read and interpret street maps.

LICENSES AND CERTIFICATIONS: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Desirable Qualifications:

Ability to speak in Spanish, Chinese, or experience working with members of the community who have English as their second language. Aptitude for problem solving. Familiarity or experience with database systems or customer relationship management systems, including querying, filtering, and report generation. General understanding of public agencies, businesses, institutions, and waste management and recycling practices. Knowledge of applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assignment.

Physical Demands

Must be able to perform essential job functions, with or without reasonable accommodations, in an office environment, including operating standard office equipment (such as a computer), reading printed materials and a computer screen, and communicating effectively in person, in groups, and over the telephone. Must also be able to perform these and additional functions in varied business environments (such as restaurants, warehouses, industrial kitchens, and health care facilities), including operating a mobile tablet device, lifting dumpster bin lids, using extension tools to move and open bags of garbage, recycling, and organic materials, and climbing step stools or stairs. Employees must have the ability to manage materials and objects required for job functions. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Hours and Benefits

Forty (40) hours per week. Normal hours: Monday – Friday, 8am – 5pm. The Agency currently requires employees to work at least 2 days in-office or performing necessary field work per week. Remote work from home or other locations is allowed for the remaining weekdays with approval from the Project Lead. The targeted start date is on or after September 2, 2025. A summary of benefits is available [here](#).

APPLICATION PROCEDURE

Applications and correspondence will be accepted through email. Please email the following documents to jobs@stopwaste.org and include the position title "SB 1383 Program Services Specialist" in your cover letter and email subject line:

1. Cover Letter referencing the position title
2. [StopWaste Job Application](#)
3. Resume

Application packets may also be mailed to:

StopWaste

ATTN: SB 1383 Program Services Specialist Position

1537 Webster St.

Oakland, CA 94612

Deadline for the receipt of applications is 5:00 p.m. Thursday, July 31, 2025.

No postmarks or faxed applications accepted. Late submittals will not be accepted.

In-person interviews are expected to be conducted mid-August, 2025. If needed, second interviews may be held mid-to late August, 2025.

Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority and Recycling Board. An Equal Opportunity Employer.