

Regional Waste Management Authority
EXECUTIVE DIRECTOR
Revised April 13, 2022

DEFINITION:

To plan, organize, direct and review the overall activities and operations of the Regional Waste Management Authority; to advise and assist the Board of Directors and Technical Advisory Committee; to represent the Authority's goals and interests locally, regionally and at the State levels; to provide leadership to the organization; and to coordinate activities with member agencies, outside agencies and organizations and the community.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the Board of Directors.

Exercises direct supervision over assigned management, professional, technical and/or administrative support staff.

FAIR LABOR STANDARDS ACT (FLSA) STATUS: An exempt position and not eligible for overtime.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develop, plan and implement Authority goals and objectives; recommend and administer policies and procedures.
- Coordinate Authority activities with member agencies and outside agencies and organizations; provide staff assistance to the Board of Directors and Technical Advisory Committee; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development and implementation of the Authority's overall work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee and administer service agreements.
- Direct and participate in the development and administration of the Authority's budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Authority.

- Prepare and submit a wide variety of financial, administrative and operational reports to the Board of Directors; keep the Board of Directors advised on financial matters, regulatory issues, and the present and future needs of the Authority.
- Represent the Authority to elected officials, outside groups and organizations; provide technical assistance as necessary.
- Receive, research and resolve the more complex or sensitive inquiries and complaints.
- Research, evaluate, and prepare numerical, financial, and demographic data used in reports, studies, surveys and analyses; conduct on-site reviews and inspections; and analyze and make recommendations in the development and administration of assigned programs.
- Research and analyze pending legislation/regulations and identify impact to Authority programs and activities.
- Prepare and submit required regulatory reports.
- Develop and implement outreach and education program activities.
- Research grant opportunities and review grant guidelines and requirements to assess compliance with requirements and risks associated with receiving grants; prepare grant analyses and proposals; develop, maintain and monitor grant budgets and award milestones; and ensure all requirements are being met and submitted accordingly.
- Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive environment.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Build and maintain positive working relationships with co-workers, Authority employees, member agencies and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of modern and highly complex public administration.
- Principles and practices of effective public relations and interrelationships with the community and local, regional, State and Federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of or interest and capability for learning about municipal solid waste management.

- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of policy development and implementation.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the Authority.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules, and codes related to area of assignment; intermittently access, review, analyze and adjust technical documents, work orders, reports and other files and records; train others; observe performance, review and evaluate the work of others; problem solve issues related to area of assignment; remember various processes and requirements; identify, interpret and communicate technical and numerical information and instructions.
- Remain in stationary position for long periods of time at a desk, table, counter or while driving; intermittently move, traverse and position self while performing work activities and to reach needed items; position self to adjust office equipment or to access low or high items; manipulate operate and activate office equipment and office tools; and move or transport weight of 25 pounds or less.
- Develop and implement Authority policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply Authority, local, State and Federal policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.

- Operate and use modern office equipment and technology, including computers and applicable software.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of Authority goals, objectives and activities.
- Work with and maintain the confidentiality of information.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience involving integrated solid waste management; a related field; or, other complicated regulatory or technical professional experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, engineering, public or business administration, or a related field.

License and Certificate:

Possession of a valid California driver's license.