

OTTAWA • SANDUSKY • SENECA COUNTY
JOINT SOLID WASTE MANAGEMENT DISTRICT

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Solid Waste Management District	Unit:
Name:	Position Title: Director
Class Title:	Class Number:

Dept./Div.:	Civil Service Status: Unclassified
Reports To: Board of Directors	Employment Status: Full-time
Pay: Resolution	FLSA Status: Exempt

MINIMUM QUALIFICATIONS:

Post-secondary education related to public administration, environmental studies, or related; experience in solid waste management.

PREFERRED QUALIFICATIONS:

Bachelor's Degree in Environmental Sciences, Engineering, Business Administration, Public Administration, or related field; solid waste supervisory experience, including involvement with regulations contract negotiations and personnel management and a working knowledge of Ohio Solid Waste Regulations

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess valid Class A driver's license by state of residency and proof of auto insurance coverage.

EQUIPMENT OPERATED:

All office related technology, including personal computer, copy machine, fax; motor vehicle.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Plans, organizes, and directs the District's efforts to meet the goals outlined for the District plan in HB 592; meets regularly with Board of Directors and updates and devises policy regarding solid waste disposal; provides education to general public and businesses to encourage solid waste reduction and coordinates recycling efforts; identifies recyclables and researches recycling markets.
- Administration and overall operation of the organization, including reviewing and evaluating the results of program activities; ensuring contractual obligations are being fulfilled; allocating resources for program effectiveness and efficiency; and developing organizational and administrative policies and program objectives for Board consideration.
- Manages annual budget, adjusting where necessary; prepares and provides financial reports including cost analysis and makes recommendations for an efficient operation; prepares and provides inventory reports of all recycling, composting, and waste reduction programs through District annual reports; performs grant writing duties, as needed.

- Stays informed, knowledgeable, and current in all areas of solid waste management laws, regulations, methods, and policies as they affect the District.
- Supervises employees of the District; communicates policies, procedures, and current programs through regularly scheduled meetings and individual meetings; maintains all necessary documentation to comply with current employment laws.
- Works with landfills in the District to assure compliance and disposal capacity for District residents; works with Ohio EPA to maintain necessary reporting for District solid waste management plan and develops new or expands existing programs to meet the goals addressed in the plan.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Completes other duties and special projects as needed.

NECESSARY CHARACTERISTICS:

- Knowledge of:** budgeting; finance; inventory control; education techniques; District goals and objectives; government structure and process; government grant programs; solid waste management issues; public relations; supervisory principles and practices.
- Skilled in:** use of modern office equipment including computers; motor vehicle operation.
- Ability to:** exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; compile and prepare reports; prepare and deliver presentations before a specialized audience; communicate effectively in both written and verbal formats; develop and market promotional campaigns; organize and conduct effective meetings; gather and analyze information; work individually or with teams; establish and maintain effective working relationships with associates, industry representatives, and the public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

ADOPTED: __/__/__	REVISION #__: __/__/__	APPROVED BY: _____
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