

**OTTAWA • SANDUSKY • SENECA COUNTY
JOINT SOLID WASTE MANAGEMENT DISTRICT
POSITION POSTING**

Agency: Solid Waste Management District	Position Title: Director
Civil Service Status: Unclassified	Employment Status: Full-time
Reports To: Board of Directors	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.

TO APPLY: Interested applicants shall **submit a current resume** via email to mish@co.ottawa.oh.us or via fax to 419-734-6885 or via mail to OSSSWD Director/M. Ish 315 Madison St. Rm 102 Port Clinton, OH 43452.

The Joint Solid Waste Management District is an Equal Opportunity Employer.