



**CUYAHOGA COUNTY SOLID WASTE DISTRICT
ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY**

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| JOB TITLE: EXECUTIVE DIRECTOR (Unclassified) | |
| Salary: Commensurate with experience | Reports to: Board of Directors |
| FLSA Status: Exempt | Location: 4750 East 131 Street, Garfield Hts., OH 44105 |

Job Summary: The Executive Director is responsible for the management and administration of the Cuyahoga County Solid Waste District and its team of professional staff. The Director supports and advances the mission, vision, and guiding principles of the District while ensuring that its strategic plan, policies and programs are meet fiscal and regulatory requirements and the needs of the community.

MAJOR DUTIES AND RESPONSIBILITIES

Management & Organizational Performance

- Direct and guide six professional staff in the implementation of their duties with a focus towards continuous improvement and professional development. Ensure a climate of excellence, accountability, and respect.
- Oversee the overall operation of the District including the District’s headquarters facility, the delivery of programs and services, the fulfillment of regulatory obligations, the delivery of contracted services and the development of organizational objectives.
- Oversee the District’s compensation program, make compensation recommendations to the Board.

Communications and Community Relations

- Present on solid waste and recycling policy matters to local governments, elected officials, the media and other stakeholders.
- Write blogs, advisories, newsletters and other written communications to educate, inform and advance the reputation, standing, and value of the District,
- Establish and make use of working relationships with partner organizations and individuals in the industry and the community.

Project Management & Coordination

- Oversee the completion of the statutorily required updates to the Cuyahoga County Solid Waste Management Plan in accordance with Ohio EPA requirements and in coordination with stakeholders. Obtain local ratification of plan updates by the Ohio EPA and local governments.
- Coordinate various community programs and services such as the Cleveland-Cuyahoga County Environmental Crimes Task Force, community contracting consortiums and local government consulting services to guide and assist to local governments on matters relating to solid waste management, contracting and best practices.
- Consistently review programming performance and revise or design programming to promote the objectives of the District and the Cuyahoga County Solid Waste Management Plan. Strive for continuous improvement in internal and external operations.
- Assist staff with project planning and implementation including the development of program budgets, work plan, key metrics and evaluation.

Fiscal & Administrative

- Administer \$2 million annual operating budget. Oversee the development and implementation of annual budgets. Analyze budget and revenue projections and adjust accordingly.



- Coordinate the procurement process for all District contracts. Prepare bid documents, oversee contractor selection, draft contracts. Oversee contract performance.
- Ensure compliancy with federal, state and local laws and regulations relating to operations, human resources, legal affairs, and financial accounting. Develop/revise administrative policies and procedures.

Board Relations

- Coordinate meetings of the District's three-member Board of Directors. Prepare resolutions, contracts, policies, budgets and personnel recommendations for Board consideration. Coordinate dates and times for board meetings, prepare agendas, meeting materials and meeting minutes.
- Ensure that board members are kept fully informed about District activities and fiscal matters and critical issues affecting the District. Assist the Board with special projects as needed.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Bachelor's degree. The preferred candidate has 10+ years of progressively responsible work experience within solid waste management, program development and public administration, including minimum 5 years in a supervisory capacity. The Board may all consider any other combination of training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of solid waste management objectives, procedures and regulations; knowledge of Ohio solid waste law, environmental regulations and the state solid waste planning program.
- Ability to work effectively with state and local government, private industry, legislative agents and solid-waste affiliated businesses.
- Ability to perform upper-level policy analysis and implementation, including the ability to use data and research to make strategic planning decisions or adapt existing policies/methods to meet unusual conditions.
- Demonstrable verbal and written communication skills, including public speaking skills.
- Demonstrable ability to lead teams to successful outcomes.
- Demonstrable ability to analyze complex problems and develop creative and forward thinking solutions.
- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to direct, motivate and instruct employees, evaluate employee performance and act on employee problems.
- Ability to research and analyze solid waste management trends and apply incorporate into local policies and practices.

HOW TO APPLY

To apply, email your cover letter and resume to Julie McNulty - jmcnulty@cuyahogacounty.us by January 11, 2021. The subject line should read CCSWD Executive Director Application. The cover letter should be addressed to Sunny Simon, Board Chair, Cuyahoga County Solid Waste District Board and briefly describe the following:

1. Your experience and how you are qualified for the role;
2. Your vision for how you will lead the District and advance the practice of sustainable materials management throughout Cuyahoga County.