

Jefferson County Solid Waste Authority

**Position: Executive Director**

The Jefferson County Solid Waste Authority is seeking an Executive Director to manage the Authority's Municipal Solid Waste Transfer Station and Recycling Center, including supervision of Authority employees. The Executive Director will ensure that community members are provided a responsible and convenient opportunity to dispose of their waste and recycling.

**Essential Functions**

- Oversee the day to day operation of the Jefferson County Transfer Station and Recycling Center
- Maintain a safe working environment for all customers and employees.
- Assist in the strategic planning related to the growth of the Transfer Station and Recycling Center
- Assist the Board in the negotiation of contractual services as required.
- Coordinate the development of information for newsletters, articles, annual reports, brochures, and other publications.
- Prepare and file monthly, quarterly, and annual reports as required by the State.
- Prepare, submit and implement State Federal and private grants in support of municipal solid waste and recycling.
- Supervise Solid Waste Authority employees and work with the Board of Directors on personnel matters.
- Keep detailed records of daily transactions and prepare financial reports for monthly Board meeting.
- Maintain all internal accounting, including payroll functions and work with contracted accounting professionals in preparation for annual financial audit.
- Ensure all equipment is in working order and maintain records of service.
- Respond to customer questions and complaints pertaining to the facility.
- Manage facility maintenance and projects relating to the safety and appearance of the Transfer Station and Recycling center.
- Facilitate monthly Board Meeting and attend other government and community meetings as required.
- Perform other related work as assigned by the Board of Directors (acting Secretary)

**Education:** High School Diploma or its equivalent required. Four-year degree preferred.

**Experience:** 1-2 years of Supervisory/Management Experience required. Experience in waste management industry preferred. Experience with accounting software preferred.

**Knowledge and Abilities:** Experience managing projects in a deadline driven environment. Must possess strong attention to detail; superior time management skills; excellent communication and relationship building skills. Ability to solve problems and provide solutions with limited direction. Ability to write business proposals. Strong Microsoft Excel skills. Ability to develop a sound knowledge and understanding of various federal, state, and local industry-related regulations.

**To Apply:** Send resume to [jeffcoswa@gmail.com](mailto:jeffcoswa@gmail.com)