

**JOB ANNOUNCEMENT:**

General Manager Mendocino Solid Waste Management Authority (MendoRecycle)

**Permanent, full-time Starting wage (commensurate with experience):**

\$75,000-\$90,000 per year

**Workplace:** 3200 Taylor Drive, Ukiah, California 95482

**Application due:** Until filled

**THE AGENCY:** The Mendocino Solid Waste Management Authority (MendoRecycle), founded in 1990, is a public agency created by the County of Mendocino and cities of Fort Bragg, Ukiah, and Willits. MendoRecycle provides services such as household hazardous waste collection including the HazMobile, illegal dump cleanup, solid waste contract administration, and recycling public information.

**JOB DEFINITION:** Incumbents may be requested to perform job- related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Under the supervision of the Board of Commissioners of the Mendocino Solid Waste Management Authority, the General Manager will perform or delegate the following:

- Work with stakeholders to identify best ways and locations to collect hazardous materials like household hazardous waste, sharps, pharmaceuticals, used oil, paint, etc.
- Negotiate and administer private hauler/transfer station contracts.
- Work effectively with city and county departments when necessary
- Coordinate new and existing recycling/waste management-related programs e.g. reusable propane canister sales, HazMobile events, sharps/pharmaceutical collections, tire collections, and illegal dumping cleanups.
- Plan and coordinate recycling facility improvements.
- Plan budgets, approve expenditures, and prepare board meeting reports.
- Hire, train, and oversee MendoRecycle administrative, shop, and field staff.
- Provide informative answers to staff and general public about recycling-related programs, disposal, and diversion.
- Administer CalRecycle grants for recycling-related programs.
- Work with CalRecycle on annual reports and complying with laws and regulations.
- Prepare reports on solid waste management trends and issues of significance.
- Make recommendations for local government actions in regards to solid waste management.
- Provide public information

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Considerable knowledge of:**

- State and federal laws and programs relative to the planning and development of recycling management, including AB 939, AB 901, SB 1383, AB 341, and AB 1826
- Principles and practices of marketing and public information, program planning and evaluation, grant preparation and review, personnel and fiscal administration, including budgetary process and fiscal strategy, staff development and training, and contract negotiations and administration.
- Modern software programs required to complete job responsibilities
- Recycling and/or waste management including State and Federal solid waste, recycling, and hazardous waste legislation and regulations.

### **Ability to:**

- Plan, organize and direct the activities of professional, specialized technical and clerical staff
- Establish and maintain harmonious working relationships with the Agency Board of Directors, colleagues, subordinates, general public, government agencies, and private entities
- Prepare and implement administrative and fiscal policies and controls
- Coordinate program activities with other county departments and public entities
- Determine organizational needs and functional changes in order to improve efficiency and effectiveness
- Provide effective leadership in the development of new or improved procedures
- Effectively assemble, organize and present in written and/or oral form recommendations regarding solid waste-related plans and policies
- Speak before groups regarding department plans, projects and functions.
- Manage multiple complex projects that include multiple agencies.

### **The ideal candidate will possess:**

- The ability to work effectively with staff, governmental and private agencies, and the public to represent the Integrated Waste Division.
- Experience discussing and explaining recycling and waste management plans, programs, and projects at administrative, legislative, public hearings, and community meetings.
- Effective supervisory skills, with strong written and oral communication abilities.
- A degree in business administration, public administration, marketing, environmental studies, and/or civil engineering or relevant professional experience.

**APPLICATION: Submit a completed MendoRecycle application, cover letter, and resume** to [info@mendorecycle.org](mailto:info@mendorecycle.org) or by mailing to MendoRecycle, 3200 Taylor Drive, Ukiah, CA 95482.

Employment with the Mendocino Solid Waste Management Authority (MendoRecycle) may require the successful completion of a pre-employment background and/or medical examination and may include drug screening and/or fingerprinting.