

**JOB ANNOUNCEMENT: General Manager**  
**Mendocino Solid Waste Management Authority (MSWMA) - MendoRecycle**

**Permanent, full-time**

**Management, at-will**

**Starting wage: Commensurate with experience: \$75,000-\$90,000 per year**

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

**Application due: Open Until Filled**

**THE AGENCY:**

The Mendocino Solid Waste Management Authority (MendoRecycle), founded in 1990, is a joint powers public agency created by the County of Mendocino and the Cities of Fort Bragg, Ukiah, and Willits. MendoRecycle is governed by a Board of Commissioners consisting of two County supervisors and a council member from each city. MendoRecycle is authorized for up to 7 employees. It currently has 3 full-time staff (2 HHW technicians and 1 HHW lead), an interim General Manager and an Office Assistant (under contract from a temporary employment agency). MendoRecycle provides services such as household hazardous waste collection (including the "HazMobile"), appliance recycling, electronics recycling administration, illegal dump cleanup, solid waste contract administration, state reporting, grant administration and public recycling information. Although closely affiliated with the County and cities, MendoRecycle is an independent local government entity.

**JOB DEFINITION:**

This job description is not all-inclusive; it identifies the essential functions and requirements of the job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job is considered 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 is the executive director of a joint powers agency providing a variety of services in the field of solid waste management. These services include:

- Administration of grants and similar programs from CalRecycle and other funding sources including used oil recycling, Beverage Container Recycling - City/County payments, waste tires, hazardous waste collection, and illegal dump cleanup.
- Hire, evaluate and oversee the Authority's employees responsible for programs such as:
  - Hazardous waste and appliances removal from transfer stations.
  - Roadside illegal dump cleanup and graffiti removal.
  - Operation of a household hazardous waste collection system consisting of a fixed base facility in Ukiah and a mobile collection program providing collection events in other communities throughout Mendocino County.
  - Operation of a paint recycling program under contract.

- Coordinating and submitting annual reports to CalRecycle and grant funding agencies on behalf of the member jurisdictions.
- Liaison with CalRecycle on laws, regulations and programs affecting member jurisdictions.
- Strategic planning on solid waste, waste diversion and source reduction issues for member jurisdictions.
- Provide information for member jurisdictions on trends in solid waste management.
- Provide public information on solid waste disposal and diversion.
- Prepare agendas for meetings of the MSWMA Board of Commissioners.
- Prepare an annual budget for MSWMA, (approximately \$700,000), present budget to the Board, and review/approve all expenditures.
- Supervise the delivery of the Authority's services to member jurisdictions.
- Administer contracts as needed for franchise collection and transfer station operation, including rate adjustments.
- Communicate with the MSWMA Board, the County Board of Supervisors, and member City Councils on significant solid waste issues.
- Monitor developments locally and beyond in the solid waste management industry and prepare recommendations for local government actions.
- Provide relief for Office Manager/Office Assistant as needed.

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

**Knowledge of:** state and federal laws, regulations and programs relative to the planning, development and management of solid waste with an emphasis on HHW, ( i.e. AB 939, AB 901, SB 1383, AB 341, and AB 1826); principles and practices of marketing and public information, principles and practices of program planning and evaluation, grant preparation/management, personnel and fiscal administration, (including budgetary process/ fiscal strategy, staff development and training); the principles and practices of contract negotiations and administration; the organization and functions of various Agencies; economic research and feasibility as it relates to plans in support of MSWMA program; strong communication skills (verbal and written); and modern software programs required to complete job responsibilities.

**Ability to:** plan, organize and direct the activities of professional, specialized technical and administrative staff; establish and maintain harmonious working relationships with the Agency Board of Commissioners, coworkers, subordinates, representatives of other governmental agencies, private organizations, private contractors, and with the general public; prepare and implement administrative and fiscal policies and controls; coordinate program activities with other County departments and other 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; analyze, prepare and/or review staff reports and recommendations and to give constructive criticism; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies; speak before groups

regarding Agency plans, projects, and functions.

The ideal candidate will possess:

- Extensive experience in solid waste management, including knowledge of State and Federal solid waste, recycling, composting and hazardous waste legislation and regulations.
- An ability to manage multiple complex projects to include management of consultants, operators, staff, and the effective engagement of permitting/regulatory agencies.
- The ability to effectively work with staff, governmental and private agencies, and the public to represent MSWMA.
- Experience discussing and explaining recycling and waste management plans, programs, and projects at community meetings including administrative, legislative, and public hearings.
- Highly effective supervisory skills, with strong written and oral communication abilities.
- A degree in business administration, public administration, marketing, environmental studies, or civil engineering; and/or relevant professional experience.

**TERMS OF EMPLOYMENT:**

The information is a summary of general benefits. This information is not legally binding, nor does it constitute a Contract.

The General Manager's compensation is commensurate with experience and normally within the range of \$75,000-\$90,000 per year. The position is a full-time, salaried position. Typical workdays are Monday through Friday, with some weekend work required. MendoRecycle employees get eleven paid holidays, as well as two weeks' paid vacation. MendoRecycle offers health insurance to full-time employees. Employees are eligible for an employer-paid SEP-IRA pension plan. This is an at-will management position. The General Manager serves at the pleasure of the Board of Commissioners.

**APPLICATION:**

**Submit a completed MendoRecycle application, cover letter, and resume to** info@mendorecycle.org or by mailing to Mendocino Solid Waste Management Authority, 3200 Taylor Drive, Ukiah, CA 95482. Applications are available on our website at <https://mendorecycle.org/Careers>

The deadline for applications is **Open Until Filled**. Applications will be reviewed with those applicants judged most qualified invited to be interviewed for the position. Remote interviews may be considered, (e.g. Zoom). 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.