

WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY (WCCIWMA)

EXECUTIVE DIRECTOR

JOB DESCRIPTION

OVERVIEW

The position of Executive Director for WCCIWMA/RecycleMore serves as the Chief Executive Officer and is responsible for the efficient and effective management and administration of all the affairs of WCCIWMA.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the WCCIWMA Board of Directors and receives supervision from the WCCIWMA Board of Directors. This position supervises all the employees with direct reports from the current positions of (but not limited to) Recycling and HHW Program Manager, Outreach Program Manager, and the Office Administrator positions.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties and responsibilities are described below but are not limited to the following:

Operations and Administration

1. Develop, plan and implement WCCIWMA's goals, objectives, programs, policies, and procedures. When appropriate, direct or provide oversight, review, and evaluation of the above.
2. As needed, hire service providers, negotiate contracts for scope of work and payment, and administer contracts.
3. Manage the "Rate Setting" process using in-house staff and consultants.
4. Plan for and implement the Post Collection Agreement, which is typically a ten-year period and includes municipal solid waste, recycling and organics processing for residential, commercial, and industrial rate payers.
5. Conduct or provide oversight for the selection, training, and evaluation of agency personnel; provide or coordinate employee and organizational development; and administer human resources policies and procedures.
6. Manage the Regional Integrated Solid Waste Management Plan.
7. Develop and implement (if needed) a timely program for the solicitation of Request for Proposals (RFPs) for solid waste services prior to the expiration of the current Post Collection Agreement (PCA).
8. Coordinate WCCIWMA's solid waste programs with Contra Costa County's Integrated Solid Waste Management Plan.
9. Provide oversight for the region's Household Hazardous Waste collection program.

10. Plan and implement activities required of WCCIWMA or its Member Agencies to comply with AB 939, AB 341, AB 1826, SB 1383, and other California State Laws.
11. Plan, develop, and implement a Public Information Program targeted to all segments of the communities served by WCCIWMA during solid waste or household hazardous waste crisis or emergency.
12. Manage contractual relationships.

Finance - Perform the Functions of Controller

1. Approve disbursements of funds in accordance with approved procedures.
2. Prepare the annual budget for WCCIWMA, monitor and approve all expenditures, and provide the Board with timely reports on the status of the budget.
3. Oversee of the organization's financial systems and procedures to ensure security, solvency, and adequate cash flow.
4. Development of financial strategies to help the organization run efficiently.
5. Ensure that staff and consultants' work is meeting all Governmental Accounting Board (GASB) requirements.
6. Reviewing financial statements and making the Board aware of significant financial developments.
7. Approval of and signing for the Authority's financial statements and audits.

External Relationship Management

- As may be authorized by the Board of Directors, advocate for the interests of WCCIWMA and its Member Agencies in matters related to solid waste services, facilities, and programs before local, state, and federal agencies.
- Serve as liaison and coordinate activities between WCCIWMA and other agencies, governmental bodies, groups, and organizations.
- Advise Member Agencies concerning issues related to regional solid waste facilities, programs, rates, and charges.
- Establish and maintain cooperative relationships with elected officials, city representatives, staff, consultants, and the public.

Board Responsibilities

- Assist the Board in all matters relating to solid waste rate hearings.
- Maintain frequent communication with the Board on all matters relating to WCCIWMA and provide recommendations when appropriate.
- Provide the Board with staff support including the preparation of meeting agendas and written and oral reports relating to the items on the agendas.
- Attend all meetings of the Board and its committees unless excused by the Board Chair.
- Attend member agency Council/Board meetings as necessary to update members on WCCIWMA activities.

- Perform all other related duties and responsibilities.

SUPERVISORY RESPONSIBILITIES

Manages all Authority employees. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and discipline employees; addressing complaints and resolving problems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Principles and techniques of organization, management, budgeting, cost control, staff development, human resource administration, planning, and office procedures.
- Principles and practices of solid waste management.
- Principles and practices of household hazardous waste management.
- AB 939, AB 341, AB 1826, SB 1383 and other applicable Federal, State, and local laws, regulations, media, and governmental relations.
- Operate on principles of transparency and accountability.
- Serve a diverse group of elected officials and faithfully execute policies in a manner which maintains their trust and confidence.
- Exercise sound independent judgment within general policy guidelines.
- Negotiate policy solutions skillfully.
- Coordinate and evaluate the work of the WCCIWMA's consultants and others providing services for the agency.
- Explain and promote programs and policies to the media and the public in a positive manner.
- Establish and maintain cooperative relationships.
- Ability to read, analyze, and accurately evaluate and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community, in a timely manner.
- Ability to write speeches and articles for publication that conform to prescribed style and format.

EDUCATION AND EXPERIENCE

Bachelor's degree with major course work in Environmental Studies, Solid Waste or Resource Management, Public or Business Administration, or a closely related field and eight to ten years of management experience in planning, organizing, developing, and implementing recycling or solid waste management and/or environmental related programs and projects. Experience in both the public and private solid waste sectors is highly preferable. A Master's degree is highly preferred.

COMPUTER SKILLS

- Must be able to use Microsoft Office; Word, Excel, PowerPoint, MS Teams, as well as Office 365/Outlook for e-mail and Internet tools, on a PC-related platform.
- Ability to use other software programs as required.

LANGUAGE SKILLS

- Bilingual or multilingual in Spanish or other languages, or basic understanding, is preferred.

ADDITIONAL REQUIREMENTS

- Valid driver's license in good standing.
- Access to a reliable vehicle.
- Auto and driver's insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to sit up to 3-6 hours per day with intermittent occasional walking and standing.
- Occasionally it may be required to lift items up to 10 pounds to a height of up to 6 feet; up to 25 pounds to a height of 4 feet.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Office work environment with normal noise levels.
- Off-site and in-field visits, which may be loud or chaotic at times and may require special protective equipment such as: hearing protection, hardhat, etc.

FAIR LABORS STANDARDS ACT STATUS

The Fair Labor Standards Act (FLSA) is the federal regulation for employee working hours and pay standards. It determines the exempt or non-exempt status of jobs and overtime requirements for an employee.

- Exempt (not eligible for overtime pay) Non-Exempt (entitled to overtime pay)

WORK HOURS AND LOCATION

This is a full-time position with a hybrid work schedule.

Resolution 25-08 Executive Director Job Discription to include funtion of Controller 061225 w Attachment

Final Audit Report

2025-06-30

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