

**RESOLUTION NO. 24-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY APPROVING A  
POSITION AND POSITION DESCRIPTION FOR OFFICE ADMINISTRATOR; AND APPROVING A  
NEW SALARY RANGE FOR THE POSITION OF OFFICE ADMINISTRATOR.**

WHEREAS, the West Contra Costa Integrated Waste Management Authority (“Authority”) is empowered to create positions and position descriptions, establish salaries and benefits for employees and hire employees; and

WHEREAS, the Executive Director has recommended adding the position of Office Administrator to the Approved Salary Range Schedule; and

WHEREAS, the Authority Board of Directors finds that it would be beneficial to the Authority to hire a Office Administrator within the Senior Coordinator Salary Classification with a monthly Salary Range of \$6,807 to \$7,811;

NOW, THEREFORE, the Board of Directors of the West Contra Costa Integrated Waste Management Authority resolve as follows:


1. The new Salary Range for the Position of Office Administrator as noted above and included Attachment 1, as the Proposed Salary Schedule, is approved.
2. The Position and Position Description for Office Administrator, which Position Description as attached hereto as Attachment 2, are approved.

**ATTEST:**

**CHAIR OF THE BOARD**



Lisa Borreani, Interim Board Secretary

  
Tessa Rudnick (Feb 13, 2024 15:38 PST)

Tessa Rudnick, Board Chair

02/13/2024

Date

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at its meeting on February 8, 2024 by the following vote:

AYES:Directors: Rudnick, Tave, Romero, McLaughlin, Zepda, Robinson, Xavier

NOES:Directors: \_\_\_\_\_

ABSENT:Directors: \_\_\_\_\_



Lisa Borreani, Interim Board Secretary

**West Contra Costa Integrated Waste Management Authority**  
**Proposed Compensation Schedule Steps**  
**Revised with New Salary Classification and Office Administrator Position**

Class Title	Class	Salary Rate	Step A (1)	Step B (2)	Step C (3)	Step D (4)	Step E (5)	
Executive Director	Exempt	Monthly	\$ 16,446	\$ -	\$ -	\$ -	\$ -	
		Semi-Monthly	\$ 8,223	\$ -	\$ -	\$ -	\$ -	
		Hourly	\$ 109.64	\$ -	\$ -	\$ -	\$ -	
		Annually	\$ 197,352	\$ -	\$ -	\$ -	\$ -	\$ 197,352
Program Manager (Rec/HHW)	Exempt	Monthly	\$ 10,412	\$ 10,776	\$ 11,153	\$ 11,544	\$ 11,948	
		Semi-Monthly	\$ 5,206	\$ 5,388	\$ 5,577	\$ 5,772	\$ 5,974	
		Hourly	\$ 69.41	\$ 71.84	\$ 74.36	\$ 76.96	\$ 79.65	
		Annually	\$ 124,941	\$ 129,314	\$ 133,840	\$ 138,524	\$ 143,373	\$ 138,524
Program Manager (Outreach)	Exempt	Monthly	\$ 10,412	\$ 10,776	\$ 11,153	\$ 11,544	\$ 11,948	
		Semi-Monthly	\$ 5,206	\$ 5,388	\$ 5,577	\$ 5,772	\$ 5,974	
		Hourly	\$ 69.41	\$ 71.84	\$ 74.36	\$ 76.96	\$ 79.65	
		Annually	\$ 124,941	\$ 129,314	\$ 133,840	\$ 138,524	\$ 143,373	\$ 133,840
Senior Coordinator (Office Administrator)	Non-Exempt	Monthly	\$ 6,807	\$ 7,045	\$ 7,291	\$ 7,546	\$ 7,811	
		Semi-Monthly	\$ 3,403	\$ 3,522	\$ 3,646	\$ 3,773	\$ 3,905	
		Hourly	\$ 45.38	\$ 46.96	\$ 48.61	\$ 50.31	\$ 52.07	
		Annually	\$ 81,678	\$ 84,537	\$ 87,496	\$ 90,558	\$ 93,727	\$ 81,678
Program Coordinator (Rec/HHW)	Non-Exempt	Monthly	\$ 4,911	\$ 5,083	\$ 5,261	\$ 5,445	\$ 5,636	
		Semi-Monthly	\$ 2,456	\$ 2,542	\$ 2,631	\$ 2,723	\$ 2,818	
		Hourly	\$ 32.74	\$ 33.89	\$ 35.07	\$ 36.30	\$ 37.57	
		Annually	\$ 58,936	\$ 60,998	\$ 63,133	\$ 65,343	\$ 67,630	\$ 65,343
Program Coordinator (Outreach)	Non-Exempt	Monthly	\$ 4,911	\$ 5,083	\$ 5,261	\$ 5,445	\$ 5,636	
		Semi-Monthly	\$ 2,456	\$ 2,542	\$ 2,631	\$ 2,723	\$ 2,818	
		Hourly	\$ 32.74	\$ 33.89	\$ 35.07	\$ 36.30	\$ 37.57	
		Annually	\$ 58,936	\$ 60,998	\$ 63,133	\$ 65,343	\$ 67,630	\$ 65,343
							\$ 682,080	

WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY  
OFFICE ADMINISTRATOR  
JOB DESCRIPTION

**DEFINITION**

WCCIWMA/RecycleMore is looking for an organized and proactive Office Administrator to keep the operations running smoothly in these areas of responsibilities:

- Lead office services including purchasing, information systems and general administration.
- Record keeping operations and activities.
- Human resources functions including benefits and related program areas.
- Secretary to the Board of Directors responsibilities.
- Administrative support to the Executive Director and Program Managers.

**SUPERVISION RECEIVED AND EXERCISED**

This position reports to the Executive Director and receives supervision from the Program Managers. This position does not have any supervisory responsibilities.

**ESSENTIAL JOB FUNCTIONS**

1. Provides administrative level support to the Executive Director and all staff. Receives assignments and direction from Project Managers.
2. Participate in the development and implementation of Authority goals, strategies, objectives, policies and procedures.
3. Administer the Authority human resources program areas including recruitment, new hire background checks and testing, onboarding of new staff, and employee benefits administration.
4. Coordinate Authority purchasing operations; locate and screen sources and vendors; obtain competitive bids; purchase equipment, materials, and office supplies; ensure compliance with Authority and mandated policies and procedures.
5. Serve as Secretary to the Board of Directors; prepare and distribute Board meeting schedules and agendas, maintain distribution lists, proofread and edit agenda reports; coordinate and attend virtual and in person meetings, take roll call and notate votes; prepare and distribute meeting minutes; other Board Secretary duties as required.
6. Assist Authority staff in network and personal computer hardware and software problems; coordinate system installation, maintenance and repair work with outside service provider, when necessary.
7. Maintain office organization and document filing (digital and hard copy).
8. Clerical responsibilities including communications with property manager, maintenance staff, receiving and distributing incoming mail, handling outgoing mail, depositing checks, etc.
9. Perform additional related duties and responsibilities as required.

### **QUALIFICATIONS**

- Demonstrated ability to be detail-oriented, prioritize tasks, adapt and accommodate frequent interruptions.
- Self-starter with strong project management skills and ability to handle multiple tasks and effectively meet deadlines.
- Demonstrated strong organizational skills with attention to detail and follow through.
- Dynamic, energetic, forward thinking and creative individual with high standards and an appropriate professional image.
- Operations, services, and activities of a human resources management program.
- Basic methods and techniques of troubleshooting hardware and software problems.
- Proficient in administrative and clerical procedures and systems including Office 365 and Outlook.
- Effective communication, both oral and written with the ability to work with the public.
- Highly collaborative and willing to work with, and contribute to, a small and dynamic team.

### **REQUIRED ABILITIES**

- Use discretion and good judgement when privy to sensitive or confidential information.
- Follow policies and procedures.
- Ability to follow the rules and regulations governing the conduct of public agency Board and committee meetings.
- Serve as Secretary to the Authority's Board of Directors.
- Direct and coordinate human resources programs and activities.
- Maintain accurate and current files and records in assigned program areas.
- Troubleshoot minor computer hardware and software problems.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Travel to occasional in-person conferences or trainings.

### **DESIRED SKILLS**

- Bilingual or multilingual in Spanish or other languages.
- Basic financial/accounting knowledge.

### **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Equivalent to Associate's or Bachelor's degree from an accredited college or university with major course work in business administration or related field.
- Five years working in an office environment with organization experience and administrative duties.

**ADDITIONAL REQUIREMENTS**

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

**WORK ENVIRONMENT**

The work environment characteristics of this position are those typically encountered in an office setting. This position is primarily office- based with occasional evening or weekend work required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**WORK HOURS AND LOCATION**

This is a full-time in-office position.









# RESOLUTION NO 24-01

Final Audit Report

2024-02-13

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