

**Executive Director, Solid Waste Management Board**

**Nature of Work:** Directs and coordinates the staff activities of the Solid Waste Management Board to advise the Governor, Legislature and the Board on pertinent issues, and provide for the efficient management of solid waste in West Virginia. Performs administrative and professional duties as they pertain the management of the Board, directs the management of the Monongalia County Sanitary Landfill; oversees financing of solid waste projects and landfill closure, through the issuance of bonds. Channels funds to the local solid waste authorities. Serves as facilitator on the Statewide Guidance Document Taskforce. Performs related work as required.

**Examples of Work**

- Prepares and executes the agency budget; approves expenditures; plans and presents budget requests.
- Supervises fiscal accounting functions to assure proper allocation and accountability for expenditure of all revenues.
- Conducts public relations activities with the congressional delegation, federal agencies, the Governor, Legislature and state agencies, local solid waste authorities, all local public officials and the general public.
- Directs research and statistical activity to gather and analyze data, and prepares proposals for submission to the Board, the Legislature and the Governor.
- Conducts weekly staff meetings to disseminate information, coordinate staff activities and provide for the efficient utilization of human resources.
- Keeps the Board informed of status and progress of planning and implementation of programs and projects through board meetings and oral and written reports.
- Coordinates activity on programs and projects to ensure that each receives the emphasis determined by the Board.
- Reviews status and progress reports, consults with operating personnel and visits work sites to keep aware of problems and progress and provides remedial action as required.
- Personally serves in a liaison role with various organizations, agencies and local solid waste authorities involved in solid waste activities, or assign appropriate staff member.
- Directs all procurement, including the proper preparation, advertising and award of contracts for consultants, engineers, accountants and other services and oversees their work through completion according to specifications.
- Prescribes personnel guidelines, for salary levels, promotions, salary increases, suspensions and dismissals with concurrence of the board; conducts performance evaluations of all personnel at least annually.

**Executive Director, Solid Waste Management Board (CONT'D)**

**Knowledge, Skills and Abilities**

Knowledge of federal, state, and local government activities, projects, programs relating to solid waste.  
Knowledge of sound management and business practices.  
Knowledge of project financing and bond issues.  
Ability to plan, organize, instruct, direct, and coordinate the work of subordinate personnel engaged in all activity of the Board.  
Ability to establish and maintain effective working relationships with other employees, public officials, and the general public.  
Ability to prepare and execute an agency budget.  
Ability to establish program standards, and control, monitor and evaluate program administration and the delivery of services.  
Ability to communicate effectively, orally and in writing.  
Ability to supervise the work of others.  
Knowledge of computer and software programs.

**Minimum Qualifications**

**Training:** Graduation from an accredited four-year college or university.  
**Experience:** Five years of full-time or part-time equivalent paid experience in the field of Solid Waste Management, Public Administration, Engineering or Regional Planning, two years of which must have been in program administration.

Established: 9/16/93  
Effective: 10/16/93