

POSITION OPENING
Dearborn County Solid Waste Management District
Director

RESPONSIBILITIES

- Under the general direction of the Board of Directors, the ideal candidate will develop, implement and oversee policies, procedures and standards for effective operation of the Dearborn County Solid Waste Management District in compliance with Indiana and Federal Laws and the rules and goals of the District's Solid Waste Management Plan.
- Recruit, hire, and assist in training of new District employees.
- Manage personnel files for complete compliance with E-verify, new hire reporting, insurance, retirement, Worker's Compensation and unemployment.
- Oversee and conduct employee evaluations, disciplinary procedures and discharge as necessary.
- Conduct staff meetings and trainings.
- Implement and regularly update Management Plan in compliance with HEA 1240.
- Coordinate District programs, information exchange and serve as a liaison with representatives of Federal, State, Local, private and community organizations to implement Solid Waste Plans, reduction and recycling programs.
- Encourage, support and assist other agencies in waste reduction and recycling efforts.
- Prepare the annual District Budget, perform cost control activities and monitor fiscal operations of the District.
- Evaluate bid proposals, price quotes, and administer contractual agreements.

REQUIREMENTS

- Ability to meet all Department hiring requirements, including passage of a physical, drug screen, and background check.
- Bachelor's degree in Public Affairs, Environmental Science, or related field preferred.
- Minimum 5 years management experience recommended.
- Ability to work with minimum supervision and with others in a team environment.
- Proficiency in Microsoft Word, Excel, and Outlook.

- Experience in government and/or not-for-profit organizations.
- Experience with solid waste industry, specifically issues relating to recycling.
- Grant writing experience a plus.
- Working knowledge of standard office procedures and computer software used by the department, with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Ability to occasionally work extended hours and evenings and occasionally travel out of town for meetings and training, sometimes overnight.

Salary \$55,000 - \$65,000 commensurate with experience plus a \$600/month taxable stipend that may be used to purchase health insurance (not available through the District). Public Employment Retirement Fund-covered position. Short-term disability provided 100% through District; long-term disability 50% employee, 50% District.

Please send completed application, cover letter and resume to:

10700 Prospect Ln. Aurora, IN 47001

Email to director@DearbornCounty.in.gov

Dearborn County Solid Waste is an equal opportunity employer.