

## **EXECUTIVE DIRECTOR, ROCKLAND COUNTY SOLID WASTE MANAGEMENT AUTHORITY**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is charged with the administration of the Rockland County Solid Waste Management Authority (RCSWMA) which oversees the county's solid waste management plants and facilities. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Administers the day-to-day activities of the Rockland County Solid Waste Management Authority which includes public relations, budgeting, personnel and technical review of consultants' work;  
Participates in matters which involve financial and/or legal considerations by offering information about developments in solid waste management and regulations related to the field;  
Directs the activities of the RCSWMA staff, consulting firms and private and municipal operators in the development, updating and operation of solid waste management plants and facilities;  
Enforces regulations including the necessity for permits;  
Investigates solid waste disposal problems where alternative solutions or plans are required;  
Acts as liaison between the RCSWMA and other governmental entities, local industries and businesses;  
Prepares a variety of reports including activity and operating records;  
Negotiates contracts and prepares procurement documents in conjunction with the RCSWMA's attorney for various services, personnel, equipment, supplies, etc.;  
Develops and oversees the implementation of a public education and information program on recycling and solid waste management.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of civil engineering as related to the construction and maintenance of solid waste management as related to treatment and disposal; good knowledge of laws and regulations in the field; good knowledge of administrative techniques and practices to include budgeting, public relations, personnel administration, supervision and administrative control; working knowledge of the latest developments in solid waste management; ability to plan and direct the work of others.

**MINIMUM QUALIFICATIONS:** To be determined by the appointing authority.