

Civil Division: Oneida Herkimer Solid Waste Management Authority
Jurisdictional Class: Competitive
EEO: Officials/Administrators
Revised: 08/02/05

DEPUTY EXECUTIVE DIRECTOR

(Oneida Herkimer Solid Waste Management Authority)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Oneida Herkimer Solid Waste Management Authority and is responsible for assisting the Executive Director in the operation of the Authority. Manages personnel policies and procedures, preparing annual goals and objectives of the Authority, and assists in implementing appropriate financial and operational internal controls to protect the interests of the Authority at all times. The incumbent works under the general direction of the Executive Director. Supervision is exercised over staff of professional, technical, and clerical employees of the Authority. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts as executive director in the absence of the executive director;
Assists in developing and implementing policies and procedures for the administration of the Oneida Herkimer Solid Waste Management Authority;
Makes presentations to the Authority Board of Directors, the Finance Committee, the Treasurer, and other officers of the Board;
Assists in implementing, revising, or preparing personnel policies and procedures;
Completes necessary personnel actions at the direction of the executive director and in compliance with the collective bargaining agreement;
Assists in developing initiatives to enhance employee productivity and morale;
Assists in developing proposals for solid waste management facilities in various part of the region;
Assists in planning studies for development and operation of existing and proposed solid waste management facilities, including advising and overseeing design and construction of capital projects;
Assists in preparation of operating and capital budgets;
Supervises and directs consultants engaged in the preparation of plans, designs, permit applications, audits, and related work;
Maintains contact with federal, state, and local regulatory agencies to identify prospective regulatory requirements and insure facility compliance;
Assists with required legislative and adjudicatory permit hearings for any new facility;
Negotiates with appropriate private, not-for-profit, and public agencies involved in solid waste management.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of state and federal statutes and regulations relative to solid waste management; working knowledge of the design and operation of solid waste management facilities, including modern landfills compliant with NYS Part 360 regulations, green waste compost, household hazardous waste, transfer stations, and recycling centers, extended to all the environmental and public safety regulations that govern these facilities' operations; ability to plan, coordinate and implement programs and operational policies and standards; supervisory ability; basic understanding of civil engineering, soils properties, surveying, hydraulics, and water quality management; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships particularly with government and community based agencies; ability to develop and maintain program quality assurance standards; ability to resolve conflicts; good judgment; tact and negotiation abilities; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Science, Public Administration, Business Administration, Planning, or Engineering **AND** ten (10) years experience in solid waste operations.