



## Grand Traverse County, MI Job Description

### Manager-Resource Recovery

#### GENERAL SUMMARY

Primary functions of the job are to administer the County's solid waste and resource recovery programs and activities; to facilitate communication and relations with the public, media, government officials, and the County Board; and to supervise staff of the Resource Recovery office.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the departments and County's objectives.
- Recommends, facilitates the formation of, manages, and administers the County's solid waste/resource recovery programs and related regulatory features.
- Communicates with and educates the public, elected and appointed officials, and other interested parties regarding the solid waste/resource recovery programs.
- Creates, manages, and administers complex projects, issues, and initiatives related to solid waste and resource recovery.
- Develops and administers contracts and agreements associated with program components.
- Develops, manages, monitors, and administers program budgets. Identifies and reports potential financial overruns and variances at an early stage.
- Develops and maintains systems of designated facilities agreements and hauler licenses to comply with the County Solid Waste Ordinance.
- Works with local units of government to establish in-house recycling programs and procurement of recycled materials.
- Processes, compiles, research, and analyzes complex information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software.
- Works with the Sheriff's Office and the County Prosecuting Attorney's Office to ensure appropriate enforcement of the County ordinance.
- Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.

#### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in a related field, such as natural resources, economics, business or public management, or engineering
- Four to six years of related experience in solid waste management, resource recovery, business or public management or similar experience

- A Masters degree in a related field may be substituted for two years of the experience requirement

### CERTIFICATIONS, LICENSES

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.

### CONDITIONS OF EMPLOYMENT

(minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

May be required to serve in an "on-call" capacity

### DISTINGUISHING CHARACTERISTICS

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

This job is not part of a series.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles.
- May occasionally be required to lift/move up to 100 pounds.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Extensive knowledge of current developments and trends in solid waste and resource recovery
- Advanced knowledge related to the department or function, and general County operation and organization
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action Ability to understand managerial policies and prioritize the needs of the unit.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Skill in use of personal computer software, including spreadsheet development, graphic design software, and word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, vendors, media contacts, representatives of other agencies, and co-workers.
- Skilled in researching and resolving complex problems to ensure compliance
- Ability to speak confidently and knowledgeably in public and the media
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Ability to coordinate, develop, layout and implement marketing and public education and outreach programs
- Ability to negotiate, establish, and manage contracts with vendors and contractors
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to explain complex policies and processes in layman's terms
- Ability to facilitate and coordinate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate



## Grand Traverse County, MI

### Job Description

- to the job
- Ability to prepare clear and concise reports and documents
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Able to use County resources effectively and efficiently