



## Sonoma County Job Announcement

### Waste Management Agency Executive Director

Recruitment #1006-5191-O

**Salary:** \$43.50 - \$52.88 Hourly \$7,565.81 - \$9,197.24 Monthly  
\$90,789.72 - \$110,366.88 Annually

**Department:** Transportation & Public Works

**Date Opened:** 6/4/2010 8:00:00 AM

**Filing Deadline:** 7/6/2010 11:59:00 PM

**Job Type:** Full Time (40 hrs/week)

**Recruiter:** Golbou Ghassemieh

**HR Tech:** Bart Tramer

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#### INTRODUCTION

This recruitment is being conducted to fill **one FULL-TIME vacancy as an At Will employee** for the Sonoma County Waste Management Agency (SCWMA). This employment list may also be used to fill future vacancies as they occur during the active status of the list.

#### POSITION INFORMATION

The County of Sonoma Waste Management Agency (SCWMA) is seeking an experienced administrative professional to fill the position of Waste Management Agency Executive Director (WMAED). The Sonoma County Waste Management Agency (Agency) is an independent joint powers agency which includes the County of Sonoma and all nine Sonoma County cities (Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Town of Windsor) as member agencies. The Agency Board of Directors is a ten member board with each member agency having one representative. The Agency was formed in 1992. The Agency has an annual budget of approximately eight million dollars.

Under the direction of the SCWMA Board of Directors, the WMAED plans, organizes and directs all activities and functions in the operation of the SCWMA as required by AB939 regulations, including city county agreements, recycling, marketing, material recovery, household hazardous waste, organic waste composting, source reductions, and public education.

The WMAED is responsible for the overall administrative management of the department personnel, program activities, and procedural and policy issues as they relate to the operation of the Agency. The position must use considerable independent judgment and discretion in staff supervision and delegated project administration and management including the prioritization and coordination of mandates, goals and objectives. Some of the duties of this position include:

- Planning, organizing, directing and coordinating the operation of all functions for the SCWMA
- Developing and implementing marketing and public outreach and information plans; discussing and explaining department plans, programs, and projects at public and community meetings, legislative and administrative hearings
- Initiating and participating in strategic planning efforts for the benefit of the SCWMA in County, private sector and regional venues
- Developing and implementing the SCWMA annual budget; coordinating fiscal

operations with the County (accountant and auditor services); providing budgetary forecasts to the SCWMA Board of Directors

- Selecting program staff, supervising, directing, developing, and evaluating subordinate staff (County employees)

**The ideal candidate will possess:**

- Extensive experience in recycling or waste management;
- Skill and experience in marketing and public information programs;
- Knowledge of AB939 legislation and regulations;
- Excellent supervisory skills;
- The ability to work effectively with other governmental and private agencies as well as staff, and represent the Integrated Waste Division;
- Excellent written and oral communication skills.

This single management class is an "at-will" position that will be employed under an employment agreement, and is exempt from the County's Civil Service system in accordance with Civil Service Ordinance 305-A. The County of Sonoma provides staffing services under agreement to the Agency. As such, the County of Sonoma is the employer and the appointing authority; however, the Board of Supervisors will delegate authority for employee selection, supervision and termination of the employee to the Agency Board of Directors. The County will retain the right to terminate the employee as provided in the employment agreement.

NOTE: The "at-will" status of this position is pending adoption of the revised Civil Service Ordinance 305-A, which is expected to be in effect as of July 1, 2010.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** state and federal laws and programs relative to the planning and development of recycling management, including AB 939 legislation; principles and practices of marketing and public information, principles and practices of program planning and evaluation, grant preparation and review, personnel and fiscal administration, including budgetary process and fiscal strategy, staff development and training; the principles and practices of contract negotiations and administration; the organization and functions of various Agencies; economic research and feasibility as it relates to plans in support of the program; English syntax and grammar; modern software programs required to complete job responsibilities.

**Ability to:** plan, organize and direct the activities of professional, specialized technical and clerical staff; establish and maintain harmonious working relationships with the Agency Board of Directors, coworkers, subordinates, representatives of other County departments, other governmental agencies, private organizations, private contractors, and with the general public; prepare and implement administrative and fiscal policies and controls; coordinate program activities with other County departments and other public entities; determine organizational needs and functional changes in order to improve efficiency and effectiveness; provide effective leadership in the development of new or improved procedures; analyze, prepare and/or review staff reports and recommendations and to give constructive criticism; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies; speak before groups regarding department plans, projects and functions.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education, training, and experience that clearly demonstrates possession of the knowledge and abilities listed for the position. Normally, this would include significant coursework or graduation from an accredited college or university with a focus in business administration, public administration, marketing, environmental studies, or a related field and five years of increasingly

responsible, professional experience in recycling or solid waste management, including at least four years of experience with administrative and supervisory responsibilities for marketing and/or public information, program planning and administration, and staff supervision.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

#### SELECTION PROCEDURE

#### **APPLICATION INSTRUCTIONS**

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

#### **APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

**In an effort to mitigate the impact of budget reductions on the County workforce, the County of Sonoma implemented a program of 5 days of mandatory time off for the current fiscal year. The amount of pay deducted for the unpaid furlough time was determined by the employee's regularly allocated work schedule and the number of pay periods remaining in the current fiscal year in order to accomplish a 40 hour contribution by June 28, 2010.**

**In order to minimize the impact of the unpaid furlough on employees, a deduction is being withheld each pay period from the date of hire through the end of the fiscal year in June 2010. The 40 hour deduction is being amortized over the period between date of hire and the end of the fiscal year in June 2010.**

**Employees hired after January 3, 2010, and prior to the end of the fiscal year in June 2010, will accrue unpaid leave hours (MTO) on a pro-rated basis. Deduction of the accrued MTO hours will be amortized over the remaining pay periods in the fiscal year. Hours accumulated as a result of this deduction shall be used as time off prior to the use of any accumulated vacation leave, by mutual agreement of the employee and their department head or designee. MTO for part-time employees will be pro-rated, based upon their assigned FTE.**

**Due to continuing budget issues, the County is considering extending the MTO/furlough program into fiscal year 2010-2011. The program could be up to 12 MTO days. This is not official and will need to be approved by the Board of Supervisors, but job candidates should note the possibility of this program. If an offer of employment is made between now and the program being approved and made official, the appointing authority will inform job candidates of the status.**

#### SONOMA COUNTY BENEFITS

## COUNTY OF SONOMA BENEFITS SUMMARY—MANAGEMENT\*

These are some of the excellent benefits the County offers:

### Generous paid time off:

- Vacation Leave: Generous vacation accrual (15 days/year for new hires) based on years of service.
- Additional annual paid leave: 60 hours for Administrative Management employees.
- Sick Leave: 12 days accrued annually with no limit on accumulation.
- Holidays: 11 paid holidays plus 17 hours annual compensatory time.

### Comprehensive Retirement:

- Retirement Plan: Defined Benefit Plan with 3% @ 60 general retirement tax deferred contributory system under the County Retirement Act of 1937. Fully integrated with Social Security. 3% at 50 for most law enforcement management job classes.
- Deferred Compensation: 457 plan and 4.5% County contribution towards 401(a) with contributions up to the IRS maximum.
- Retiree medical: The County provides a reimbursement program to assist in funding health benefits upon retirement.

### Exceptional Health and Welfare Plans:

- Insurance: Vision and employee long term disability plan paid by the County. Dental coverage and choice of three health plans with generous portions of premiums paid by the County.
- Cash Allowance: Effective May 2009 a cash allowance of approximately \$600/month that may be used towards health contribution accounts, deferred compensation, or as cash.
- Group Term Life Insurance: Equivalent to two times the annual salary is provided at County cost.
- Professional Development: \$950 per year for job related professional development activities, roll-over limit for unused funds, and \$300 (taxable) for wellness or physical fitness. (This benefit is temporarily suspended due to budget issues through June 30, 2011.)
- Tax exempt health/dependent care reimbursement program

### And more...

For answers to specific questions regarding the employment process, more details about benefits or retirement please contact Human Resources at (707) 565-2331. Additional details on employment for management employees may be found at [http://www.sonoma-county.org/hr/pdf/salary\\_resolution.pdf](http://www.sonoma-county.org/hr/pdf/salary_resolution.pdf)

\*The benefits listed herein are intended to give job applicants a general sense of the excellent overall benefit package County of Sonoma employees enjoy. Benefits may vary depending on bargaining unit and applicants should confirm benefits for a particular position during the hiring process. Additionally, benefits described herein do not represent a contract and may be changed without notice.

Updated 01/12/10

RETURN EMPLOYMENT APPLICATIONS AND SUPPLEMENTAL DATA TO:

575 Administration Drive Suite 116B  
Santa Rosa, CA 95403 (707) 565-2331  
<http://www.yourpath2sonomacounty.org>