



KANAWHA COUNTY SOLID WASTE AUTHORITY

EXECUTIVE DIRECTOR JOB POSTING

Job Summary:

The Kanawha County Solid Waste Authority Executive Director will oversee recycling programs for private organizations and/or municipalities.

Supervisory Responsibilities:

- Hires, supervises, and trains recycling technicians, community service workers, and other recycling operations employees.
- Oversees processes for payroll every two weeks by writing employee checks based on hours worked from time cards, managing taxes and other deductions and distributing checks to employees.
- Oversees sending in employee and employer taxes each month to the IRS, the WV State Tax Department and the Public Employees Retirement Board.
- Oversees the completion of the quarterly IRS and WV State Tax Department reports and Unemployment taxes and forwards to WV Workforce.
- Conducts performance evaluations that are timely and constructive.

Duties/Responsibilities:

- Oversees and facilitates recycling pickup and drop-off programs, ensuring compliance with federal, state, and local ordinances and guidelines.
- Coordinates recycling collection schedules to optimize service quality and efficiency; assigns technicians and truck drivers to routes.
- Coordinates shipments of recyclable materials to processing companies or recyclable shipping brokers.
- Prepares bills, statements, and receipts related to recycling services such as account statements, shipping records, customer receipts, or bills of lading.
- Completes paperwork and records regarding materials received and processed including documentation required for grant-funded projects.
- Inspects recycling facilities to ensure the premises meet safety, quality, and service standards.
- Acts as Chief Financial Officer by drafting and implementing operations budget, paying all invoices using QuickBooks software to write and mail checks and recording payments and deposits plus preparing invoices to Lincoln County Solid Waste Authority and the Kanawha County Commission for recycling endeavors performed for these organizations.
- Identifies and investigates violations of recycling or solid waste ordinances.
- Designs and implements community or organizational solid and hazardous waste management programs.
- Promotes public outreach and participates in environmental education activities.
- Sets recycling plans, goals, and initiatives in the community or organization to minimize waste and to encourage program participation and compliance.
- May be required to operate heavy equipment used in recycling including sorters, crushers, and granulators.

- Assists Board in updating required plans and by laws as required and any other additional statutory requirements.
- Performs other duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills, with ability to train and motivate others.
- Thorough understanding of recycling processes and policies.
- Thorough understanding of waste management programs.
- Strong supervisory and leadership skills.
- Excellent interpersonal and customer service skills.
- Proficient with Microsoft Office Suite or related software.
- Proficient with QuickBooks software.

Education and Experience:

- Bachelor's degree in Business Administration or Environmental Sciences, or related field
 - **Substitution:** Associates Degree in Marketing or related field plus at least five years full-time or equivalent part-time paid experience in recycling or waste management.

Physical Requirements:

- Prolonged periods of standing and carrying materials.
- Must be able to lift and carry up to 30 pounds at a time.

Salary:

- \$45,000 to \$55,000 starting salary with six-month probationary increase and annual incremental increases as permitted.

Mail Resumes with References by Friday, May 13, 2022 to:

Kanawha County Solid Waste Authority

Att: David Armstrong

600 Slack Street

Charleston, WV 25301

Or email to: davidarmstrong@kanawha.us