

## POSITION DESCRIPTION

### DECATUR COUNTY SOLID WASTE MANAGEMENT DISTRICT

**POSITION:** District Director and Financial Officer

**REPORTS TO:** SWMD Board of Directors

**STATUS:** Full-Time Salaried

**ACCEPTING RESUMES BY EMAIL:** [solidwaste@decaturcounty.in.gov](mailto:solidwaste@decaturcounty.in.gov)

**RESUMES WILL BE ACCEPTED UNTIL SEPTEMBER 3, 2020 PER BOARD CHAIRMAN.**

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of knowledge, skill and/or ability required.**

Employee serves as District Director, Educator and Financial Officer of the Decatur County Solid Waste Management District (SWMD). Directs, coordinates, and conducts activities associated with the SWMD. Cooperates with other local, state, and national agencies to promote solid waste reduction, reuse, recycling, composting, and proper disposal of household hazardous waste. Conducts all financial functions for the District in compliance with the directives of the Indiana State Board of Accounts and the Indiana Department of Local Government Finance. Maintains an office with any necessary files and documents for the benefit of the Board of Directors.

#### **DUTIES:**

Plans, leads, organizes, and implements diversified waste management programs and events such as recycling programs, household hazardous waste disposal, electronic waste recycling, and other related programs to foster environmental compliance and best practices. Manages and supervises all District events.

As Financial Officer, ensures legal and financial requirements of the District are met including meeting advertisements, budget development, approval, and annual reports to the Indiana Department of Local Government Finance and State Board of Accounts online through Gateway. Files state and federal withholding tax reports. Provides any information needed by Indiana Department of Environmental Management, and others as required. This includes payroll functions as well.

Solicits alternative funding sources for District projects through partnerships, grants, donations, etc. Writes grant applications; administers and manages grant-funding and associated reporting.

Promotes programs and events, including designing, writing and distributing informational materials including news releases, printed materials, media production, websites and social media, advertising and notices to individuals, schools, businesses, organizations and other interested parties.

Represents the SWMD to the community. Serves on committees and task force groups as needed to further the goals of the District.

Attends seminars, conferences and trainings which are expected to further the policies and goals of the District. Informed and knowledgeable of environmental issues/concerns, education, and industry trends.

Ensures talks and educational programs about the District and its programs are presented to diverse audiences through the organization and coordination of public and special events.

**JOB REQUIREMENTS:**

Bachelor's Degree preferred, Experience in solid waste management and/or recycling is considered an asset, but is not a requirement. Experience will be considered in lieu of Bachelor's Degree.

Must be self-motivated, work under pressure at times, and work alone.

Ability to effectively communicate orally and in writing with co-workers, County Departments, SWMD Board of Directors, Citizens Advisory Committee and the public, being sensitive to professional ethics, gender, and cultural diversities and disabilities.

Assigns, supervises and directs department heads, including organizing the District Personnel structure, interviewing applicants, making hiring/firing decisions, providing training and corrective instruction, maintaining discipline, making work assignments, and evaluating the job performance of employees on an annual or more frequent basis.

Ability to work with multiple constituencies on several tasks at the same time and complete assignments effectively amidst frequent interruptions, often under time constraints, without supervision.

Public speaking required before a variety of audiences including community agencies and organizations, school personnel, students, volunteers, and general public.

Working knowledge of English grammar, spelling and punctuation with the ability to prepare correspondence, documents and detailed reports. Operate office equipment including computer, printer, calculator, fax machines, copier, and telephone. Competent in major office software.

Work extended, evening, weekend hours, and/or occasionally travel out of town for training, events, and meetings.

Possess a valid Indiana driver's license and safe driving record. Provide own transportation.

**SCOPE AND RESPONSIBILITY**

Employee performs duties that are broad in scope, involving many variables and considerations. Employee develops own objectives for areas of responsibility and has almost total autonomy in the job. Employee reports to the Board of Directors with goals, objectives, and outcomes for their review and approval at Solid Waste Board Meetings.