

DEPARTMENT OF SOLID WASTE

DEPUTY DIRECTOR OF SOLID WASTE

\$4,053.27 - \$4,926.78

Applications will be accepted until 4:00 p.m. February 18, 2010

DEFINITION:

Under general direction, to assist the Agricultural Commissioner/Sealer; Director-Solid Waste with planning, organizing, directing, and managing the county's Solid Waste division; to have day-to-day responsibility for the coordination and supervision of delegated areas of the division's operations and functions; to perform budget development and control for the operations functions of the Solid Waste division; to provide highly responsible and technical staff support for special projects studies and functions; and to do related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to analysis and evaluation of division programs, policies, procedures, organizational structure and operational needs.
Principles of project planning, development, coordination, and direction for solid waste.
Principles and practices as applied to services of solid waste.
Methods of inventory control.
Techniques for preparing specifications, estimates, reports and recommendations related to the implementation of programs developed by the Solid Waste division.
Proper inspection methods and procedures.
Research and statistical methods.
Budget development and control.
Principles of public administration, management, staff supervision, employee training, and work evaluation.
Principles and practices in purchasing, bidding, contracts and vendor selection.
Safety procedures, solid waste and landfill laws and regulations.
Governmental accounting practices.

Ability to:

Assist with planning, organizing, managing and coordinating the functions of the Solid Waste division.
Analyze problems, identify alternative solutions, determine consequences of actions, and implement recommendations in support of division goals.
Perform technical work of a complex nature with minimum supervisions.
Interpret and make decisions in accordance with laws, regulations and policies.
Provide management training and supervision for assigned staff.
Assist with development and administration of division budgets.
Oversee, gather and maintain information in a variety of Solid Waste projects.
Collect, compile, and analyze technical, statistical and other information.
Direct the preparation and prepare clear, concise reports.
Operate a computer and use appropriate software in the performance of work.
Make effective oral and written presentations.
Effectively represent the division with the public, community organizations, boards, commissions and other agencies.
Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of increasingly responsible experience in supervision, planning, development, financial oversight or other related management type activities, including at least two (2) years in a management or supervisory position.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST