

CLASSIFICATION SPECIFICATION
LORAIN COUNTY SOLID WASTE DISTRICT
 An Equal Opportunity Employer

TITLE: Director
CLASS NO.: 42497

JOB RESPONSIBILITIES: *Under administrative direction, assumes responsibility for the daily operations of the Solid Waste District; prepares Solid Waste Management Plan in accordance with Ohio requirements, and implements plan; oversees preparation of other reports regarding solid waste programs/activities; develops solid waste management plans, programs, and policies; supervises, evaluates, and disciplines personnel; supervises contractors and vendors; responsible for the coordination with health district on enforcement of environmental laws; oversees payroll and budget preparation; oversees preparation of state and county annual and quarterly fiscal reports; continually evaluates operations to ensure the efficient delivery of services to the public; develops programs, facilities, and activities to achieve County solid waste goals; oversees contracts with solid waste facilities to collect fees; coordinates with other county departments and outside entities; etc.*

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):

Bachelors' degree in business administration, public administration, environmental planning, city planning or related discipline, or equivalent experience plus three (3) to five (5) years of responsible administration experience or an equivalent combination of training and/or experience, preferred, or an equivalent combination of knowledge, skills and abilities to perform essential functions of position; possession of valid Ohio driver's license and continuing eligibility for coverage under the County vehicle insurance policy.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS: Professional certifications or training in solid waste management as determined by Board of Commissioners and/or County Administrator.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
50-60%	1. Directs and manages the business affairs and the day-to-day operations of the district including the supervision of	1. Knowledge of (a) management/supervisory principles, (b) district polices and procedures,* (c) solid waste

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25-30%	<p>1. (continued) personnel; oversees the development of, analysis of, and modifications/amendments to the Ohio EPA approved Solid Waste Management Plan; monitors and directs the implementation of the Plan and any related amendments; ensures compliance with the Plan and any rules adopted by the Board, and provides the Board with oversight of the operation of waste management systems and facilities within the district; <i>prepares reports and other information for presentation to committee; oversees development of solid waste program policies and procedures; conducts research to prepare and expedite grant application and other funding proposals; identifies potential revenue sources; oversees administration of grants; etc.</i></p> <p>2. Serves as a liaison to external solid waste districts and promotes communication and cooperation between districts; engages in public relation activities in order to promote the District and its programs; serves as a liaison between the District and all political subdivisions, governmental offices, agencies, consultants, attorneys, other professionals, and the general public; receives and responds to inquiries and attempts to resolve complaints or other concerns; <i>develops roster of service</i></p>	<p>1. (continued) management,* (d) government structure and process,* (e) EPA laws and/or regulations,* (f) public relations, (g) business administration and principals; skill in (h) computer operation, (i) use of modern office equipment; ability to (j) apply management principles to solve agency problems, (k) define problems, collect data, establish facts, and draw valid conclusions, (l) exercise independent judgment and discretion, (m) understand, interpret, and apply laws, rules, or regulations to specific situations, (n) calculate fractions, decimals, and percentages, (o) prepare accurate documentation, (p) compile and prepare reports, (q) communicate effectively, (r) handle sensitive inquiries from and contacts with officials and the general public, (s) develop and maintain effective working relationships, (t) travel to and gain access to work sites.</p> <p>2. Knowledge of (b),* (c),* (d),* (e), (f); ability to (j), (k), (l), (p), (q), (r), (s), (t).</p>

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	2. (continued) <i>providers; coordinates policy committee activities; assists governmental bodies and private entities with development of programs; etc. .</i>	
5%	3. Oversees and directs the budget process for the District (e.g., prepares budget projections and budget resolutions, establishes budget procedures, etc.); <i>ensures District operates within budget; etc.</i>	3. Knowledge of (b),* (c),* (d),* (e), (f), (g), (u) budgeting; ability to (j), (k), (l), (n), (o), (p).
5-10%	4. Reviews reports, statistics, and other information related to the operation of the District and its programs; <i>oversees compilation of data regarding solid waste programs and operations</i> ; prepares and maintains records, reports, and other related documentation (Board, Ohio EPA, EPA Fee Reports, and others).	4. Knowledge of (b),* (c),* (d), (e); ability to (j), (k), (l), (m), (n), (o), (p), (s).
5-10%	5. Periodically reviews and evaluates local government solid waste programs to ensure compliance with laws, rules and regulations; prepares operational reports; maintains records; maintains a working knowledge of solid waste program requirements.	5. Knowledge of (b),* (c),* (d), (e); ability to (j), (k), (l), (m), (n), (o), (p), (s).
5-10%	6. Performs other duties as assigned.	

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