

## **EXECUTIVE DIRECTOR (RRA)**

### **GENERAL STATEMENT OF DUTIES:**

The Executive Director shall be appointed by the Agency, serve at the pleasure of the Agency, and have general supervision over the administration of the business and affairs of the Agency, subject to the direction of the Agency. He shall be charged with the management of all projects of the Agency. He further shall act in the capacity of Secretary to the Agency and perform related tasks as required, and shall act as official spokesperson of the Agency.

### **DISTINGUISHING FEATURES OF THE CLASS:**

As chief administrative officer of the Dutchess County Resource Recovery Agency, the Executive Director, at the direction of the Agency, is responsible for the formulation and implementation of a workable program for the collection and sanitary disposal of solid waste in the County, including the integration of both public and private facilities for accepting, hauling, processing and the disposing of solid waste generated within the County. He/She is also responsible for the construction and operation of any such facility managed or owned by the Agency, and shall maintain a continuing physical and economic analysis of the operation and regularly report the same with appropriate recommendations to the Agency.

Additional responsibilities relative to the duties of Secretary to the Agency include preparing announcements of Agency Meetings, preparation and distribution of Agency Meeting Minutes and other related tasks as required.

### **TYPICAL WORK ACTIVITIES:**

1. Functions as the administering and supervising officer of the Agency and director of staff, including the planning, engineering, construction, operation and maintenance of Solid Waste Management facilities;
2. Budgets the various operations in order to maintain appropriate fee schedules;
3. Advises the Resource Recovery Agency Board, County Executive and County Legislature on solid waste matters including operations, capital improvements and budgeting.
4. Prepares specifications for and coordinates engineering and construction contracts for development of solid waste disposal sites;
5. Conducts regular research into new technologies which could improve solid waste management in Dutchess County;
6. Works with local municipalities, the County Health Department and the New York State Department of Environmental Conservation to develop solutions to solid waste problems which meet environmental standards;
7. Confers with and addresses civic groups on solid waste programs;
8. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern business administrative practices, procedures and equipment; good knowledge of supervisory and training techniques; good knowledge of the methods and equipment used in the disposal of solid waste materials; ability to plan and supervise the work of others, ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral and written form; ability to establish successful relations and communications with others; initiative; good judgement; courtesy; tact; physical condition commensurate with the demands of the position.

**EXECUTIVE DIRECTOR (RRA)** (Cont'd)

**MINIMUM QUALIFICATIONS:**

No minimum qualifications suggested on specification.

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ADOPTED: 05/11/93