

Job ID: IR15045
Company Name: Clark County
Location: Vancouver, WA
First Review: 04/21/2017, then Open until filled



SOLID WASTE PROGRAM MANAGER II

CLARK COUNTY'S, **Public Health-Environmental**, located in Vancouver, WA, is seeking a **Solid Waste Program Manager II** that is responsible for managing the services and staff within Environmental Public Health (EPH) Solid Waste Program within Clark County Public Health (CCPH).

HOW TO APPLY:

For complete job announcement, application requirements, and to apply on-line, please visit our website at: www.clark.wa.gov/human-resources/before-you-apply IRC15045

The Solid Waste Management Program Manager II is responsible for managing the services and staff within Environmental Public Health (EPH) Solid Waste Program within Clark County Public Health (CCPH). Responsibilities involve working collaboratively with Clark County's participating cities in setting county-wide and regional program goals, objectives, and policies; researching, analyzing and evaluating Clark County's solid waste disposal recycling and waste reduction needs; planning, developing, and implementing programs to meet identified needs; and directing and coordinating employees and contract personnel in implementing programs.

Solid waste and recycling/waste reduction programs currently in place include: the planning and management of countywide transfer stations and landfill operations; solid waste operations, education and outreach to residents, businesses, and schools; curbside urban and rural recycling; moderate risk waste reduction, collection, and disposal; yard debris collection and composting; commercial recycling and waste reduction; and a Solid Waste Advisory Council appointed by the Board of County Councilors.

The Program Manager ensures the quality, effectiveness, efficiency and equitability of Solid Waste Management programs to minimize adverse environmental impacts of material use and maintain and improve health outcomes for Clark County residents and visitors.

Primary responsibilities include oversight of the Clark County Solid Waste Management Plan implementation; oversee the development of grant applications and project proposals for external funding for solid waste capital projects; provide support for and manage solid waste management staff, AmeriCorps Volunteers, and interns; direct, coordinate and review program/staff work plans; analyze and monitor program budget reports in order to ensure compliance, maximize revenue and manage costs; develop, prepare, administer and monitor program budget and contracts.

QUALIFICATIONS

This position *requires* a Bachelor's degree in environmental science, civil or sanitary engineering, planning, public administration or a related field from an institution of higher education accredited by the US Secretary of Education and at least four years of progressively responsible technical experience involving project coordination applicable to solid waste facilities and/or landfill management. A master's degree is preferred.

The ideal candidate will have the following skills and experience:

- Strong supervision, leadership and management skills.
- Strong interpersonal skills including effective communication with staff, supervisors, and the public.
- Experience collaborating with community partners.
- Experience in organizational development, process analysis, and team-building.
- Apply understanding and knowledge of cultural differences and similarities when working with diverse populations.

Knowledge of: Solid waste operations and integrated solid waste management; principles and practices of program operations and integrated solid waste management; state and federal laws, guidelines and best practices pertaining to integrated solid waste management. Contract negotiation and administration; principles and practices of project management, including planning, scheduling, monitoring, and problem solving; methods and procedures of budget

development, justification, monitoring and forecasting; principles and practices of quality assurance and quality improvement; basic principles and practices of public outreach and communication and community based social marketing; principles, practices and standards of civil engineering with special emphasis in solid waste facilities and projects; solid waste planning and operations; federal and state solid waste and hazardous waste laws and regulations.

Ability to: Effectively plan, assign, direct and evaluate the work of others; manage and coordinate multiple diverse programs with competing priorities and deadlines; delegate responsibility and authority and assure success; carry out policy directives in an effective and timely manner; establish and maintain effective working relationships with staff, the public, policy makers, other governmental jurisdictions, contractors, community agencies and other Clark County staff; effectively use a personal computer, Microsoft Office software, e-mail, electronic scheduling, and internet to accomplish job functions; work effectively in stressful and sensitive situations.

Evidence of valid driver's license and certified copy of current driving record (CCDR) are required at time of hire.

SALARY

\$6,214 - \$8,779 per month

SELECTION PROCESS

An online application is required. – In addition to the Clark County application, applicants answer and submit supplemental questions. For complete job announcement, application requirements, and to apply on-line, please visit our website at: www.clark.wa.gov/human-resources/before-you-apply.

BENEFITS AND SALARY INFORMATION

Clark County offers a comprehensive benefits package including:

- Medical/Dental/Vision Insurance
- Paid Days Off
- Deferred Compensation (457 Plan)
- Retirement Options
- Employee Assistance Program
- 10 Paid Holidays
- Flexible Spending
- Life Insurance
- Supplemental Life Insurance
- Long-Term Disability

Project positions are not eligible for Life Insurance, Disability Insurance, and Flexible Spending Accounts.

It is the general policy of the County to start employees in the lower or middle sections of the salary range.

THE COUNTY

Clark County is located in the southwestern part of the State of Washington, across the Columbia River from Portland, Oregon. With almost 600 programs serving nearly 436,000 residents, the county provides a wide variety of employment opportunities for about 1600 people. Clark County's structure is complex, with 18 elected officials, 13 regional councils and districts, and numerous appointed boards. Although the county seat is in downtown Vancouver, county employees provide services to all of its residents, from urban cities and towns, to the hundreds of miles of beautiful countryside. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/human-resources/documents>



If you are in need of ADA/Section 504 assistance for accommodations, please contact Human Resources at (360) 397-2456; Relay (800) 833-6388.

HOW TO APPLY

Apply online on our website @ www.clark.wa.gov/human-resources/before-you-apply Application materials are due by the closing date listed on the recruitment. Please read the Job Posting material thoroughly to determine application requirements.