**Manager of San Luis Obispo Integrated Waste Management Authority**

The San Luis Obispo County Integrated Waste Management Authority seeks a qualified individual for the full-time position of Manager of IWMA. **Responsibilities** include four key functions:

* Hazardous Waste
* Public Outreach
* Recycling
* Board Policy

**Job Functions** include:

* serves as San Luis Obispo County Integrated Management Authority Manager;
* provides advice and consultation on the development of IWMA related services, functions and policies;
* coordinates the preparation of the agenda for IWMA Board meetings; directs and conducts a variety of special studies and surveys to determine the effectiveness of IWMA related operations and services;
* represents the IWMA Board’s policies and programs with employees, community representatives and other government agencies;
* works on joint, cooperative efforts and organizations with other solid waste management agencies;
* directs and oversees the IWMA Administrative Services personnel and office support functions;
* oversees the development and administration of operating and capital improvement budgets and plans;
* maintains current awareness of administrative practices and recommends changes which increase the efficiency and economy of IWMA Operations and Services;
* responsible for IWMA related personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations;
* responsible for IWMA community outreach strategy,
* directs preparation of grant applications and grant administration;
* prepares leases and agreements with other agencies; confers with developers and contractors as necessary; serves as IWMA representative before Boards and Commissions.

**Desired Minimum Qualifications:**

Knowledge of:

* Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development
* Basic knowledge of engineering and construction principles applicable to the planning, design and construction of IWMA facilities
* Laws, rules, ordinances and legislative processes controlling solid waste management functions, programs and operations
* Organization, operations and function of public sector government, joint powers agencies and special districts
* Research and evaluation methodologies

**Training/Education/Experience**:

* Graduation from a four-year college or university with a major in business administration or a closely related field or an equivalent combination of training and experience including responsibility for the formulation and implementation of programs, budgets, and administrative operations; or broad and extensive work experience in a management or administrative position in a private or public agency responsible for solid waste management, recycling, or landfill operations.
* Master’s degree in public or business administration, or a related field, is highly desirable.

**Compensation:** $120,000 to $150,000 DOE

Please submit resume to [jaguilar@slpsjobs.com](mailto:jaguilar@slpsjobs.com). Phone: 805-544-1800. Only resumes submitted directly to [jaguilar@slpsjobs.com](mailto:jaguilar@slpsjobs.com) will be considered. EOE.