Job Description

Position:	General Manager	Status:	Full Time, At-Will
Reports to:	Board of Directors	Revised:	August 2021

DEFINITION:
Under the general policy direction of the Board of Directors, the General Manager plans, organizes and directs the programs and activities of the Monterey Regional Waste Management ReGen directly or through their direct reports. Some of these varied programs and activities include annual budget development, strategic planning, contract negotiations and management, risk management, environmental compliance, capital project management, and representation of the ReGen in meetings with public officials, staff from external stakeholders, civic groups, and media. The General Manager is an excellent communicator who possesses the political and business acumen to manage and direct a large, multi-faceted operation serving multiple jurisdictional entities. The General Manager exercises a wide range of discretionary decision-making and management responsibilities related to the ReGen's administrative and operational functions. The General Manager exercises responsibility for the effective implementation of Board policies and for the development of organizational objectives designed to ensure the success of the ReGen's future operation.

DISTINGUISHING CHARACTERISTICS:
This position is the chief executive of the ReGen and has primary responsibility for implementing strategic policy and directly and indirectly integrating a wide variety of functions, programs and staff engaged in managing the broad, comprehensive services and activities for the ReGen. The General Manager classification is an "at-will" position. The incumbent in this position heads the Leadership Team and provides direct supervision to Director of finance and Administration , Director of Operations, Director of Communications, Director of Engineering & Compliance and Executive Assistant/Board Clerk.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:
- Provides advice and consultation on the development of ReGen services, functions, and policies;
- Coordinates the preparation of the agenda for Board of Director's meetings;
- Oversees the development and administration of operating and capital improvement budgets and plans;
- Is responsible for new business development outreach and revenue generation activities;
- Represents the Board's policies and programs with employees, community representatives, and other government agencies;
- Directs and conducts a variety of special studies and surveys to determine the effectiveness of ReGen operations and services;
- Directs and oversees the Director of Finance & Administration in ReGen employer-employee relations; Has overall responsibility for ReGen personnel matters, including employment procedures, grievances, and employer-employee relations; may serve as lead labor negotiator or oversees negotiations with bargaining groups;
- Provides oversight for the Director of Communications and overall media and community outreach strategy, directs preparation of grant applications and grant administration.
- Directs the preparation of leases, contracts and agreements;
- Has general responsibility for ReGen engineering functions; confers with developers and contractors as necessary;
- Serves as ReGen 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 ReGen facilities.
- Experience in developing and promoting waste reduction and zero waste practices.
- Laws, rules, ordinances, and legislative processes controlling solid waste management functions, programs, and operations.
- Principles of budget development and expenditure control, including capital improvement budgets, public employer-employee relations practices and legislation.
- Organization, operations, and function of joint-powers agencies and special ReGen's.
- Research and evaluation methodologies.
- Cost estimating and contract administration.
- Business development and revenue enhancement activities
- Public speaking and presentations, community outreach and press relations.
- Principles of supervision, management, goal-setting, performance management, project management and general administration.

Knowledge of:

- Plan, organize, direct, coordinate, and manage the functions and operations of a solid waste management organization transitioning to a "Zero Waste" philosophy to achieve efficient operations and meet service goals.
- Exercise, leadership, authority, and management tactfully and effectively.
- Oversee and administer the ReGen budgeting and fiscal control process.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Coordinate the preparation of Board agendas and reports.
- Administer personnel and employer employee relations programs.
- Oversee the development and improvement of ReGen facilities and services, including complex facility improvement projects
- Provide advice and consultation to the Board of Directors on the development of regulations, policies, and programs.
- Communicate effectively – written and verbal.
- Insure prompt and proper response to public concerns and complaints.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent ReGen policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships.

TRAINING, EDUCATION AND EXPERIENCE:

Bachelor's degree with coursework in engineering, business administration, public administration or a related field is preferred. 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. A Master's degree is a plus. Bilingual in English/Spanish are highly desirable.

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SPECIAL REQUIREMENT:
Possession of a current California Driver's License issued by the State Department of Motor Vehicles.
SWANA Manager of Landfill Operations (MOLO) certification within one year of employment

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of ReGen management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Special Demands
Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public.

Work Environment
Employees work under typical office conditions.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print) **Date**

Employee Signature