



GIBSON COUNTY SOLID WASTE MANAGEMENT
771 OLD HIGHWAY 41 N . PRINCETON, IN 47670 . PHONE 812-385-3136

Director Job Description

General Duties:

- The Director shall be responsible to provide the professional leadership and skill to translate the actions of the Gibson County Solid Waste Management District Board of Trustees into administrative action. He is delegated, by the Board, the authority to carry out that responsibility. He is answerable to the entire Board and not to any one individual member thereof.
- The Director serves as the Board's Executive Officer and acts as an advisor to the Board. It is the duty of the Director to administer policies of the Board and to provide leadership for the entire Waste Management District. The Director shall act as a consultant to the Board and in that capacity, make recommendations to the Board for the formation and change in Board policy, waste collection, disposal and reduction, and recycling programs.
- The Director will assist the Board in making decisions and establishing policies by giving Board members relevant facts, information and reports, individually and as a body.
- The Director may not perform, cause or allow to be performed, any act that is unlawful or in violation of policies and regulations adopted by the Board.
- The Director provides the initiative, the driving force and the technical guidance for the implementation and improvement of the total program of the Gibson County Solid Waste Management District.

Specific Duties:

- Prepare a report for all Board meetings.
- Prepare an agenda for all Board meetings in consultation with the Solid Waste Controller
- Attend all meetings of the Board
- Participate in all deliberations of the Board, except when his salary and employment are under consideration.
- Attend such State conventions and conferences that are necessary to keep abreast of the latest waste disposal trends
- Provide information to individual Board members when requested and to assist them in fulfilling their duties
- Supply the Board with all the information needed to keep themselves and the community informed on waste disposal and reduction, and recycling issues
- Provide necessary information to the Board for decision making relative to the District.
- Administer the collection, disposal and reduction, and recycling efforts in conformity with the adopted policies of the Board, the rules and regulations of the Indiana Department of Environmental Management and the laws of the State of Indiana.
- Assist in the preparation and presentation of an annual budget for approval by the Board.
- Administer the annual budget of the District in conjunction with the Controller.
- File all reports which are required by law except for financial records, which are the responsibility of the Controller.

- To maintain all other records and books, as required by various agencies, other than those of the Controller.
- Recommend personnel for appointment, assignment, transfer, and dismissal to the Board.
- Supervise, direct, and control the employees of the District which employees are to comply and perform the duties assigned them by the Director and no other person or individual Board member. Gather, review, approve, and deliver time cards and records to the Controller. During such times as the Director is on vacation or gone from Gibson County on business, the President of the Board shall be the contact person for district personnel and the public on Gibson County Solid Waste Management District issues.
- Plan for both current situations and for long term developments including programs of improvements for the services provided by the District.
- Serve as the representative of the Board in handling public complaints, criticisms of any phase of the District and bringing unresolved problems to regular or special meetings of the Board.
- Address grievances from personnel and bring any unresolved problems to regular or special meetings of the Board.
- Provide training for personnel employed by the District.
- Anticipate problems, where possible, and recommend appropriate policies to the Board before the problems actually arise.
- Review policies with the Board on a periodic basis and make recommendations for additions, deletions, or revisions.
- Establish, subject to approval, rules and regulations for the implementation of Board policies.
- Perform other duties assigned by the Board which will be of assistance to the Board in fulfilling its legislative function.
- Act as liaison between the Board, County, and municipal governments, and State regulatory agencies.
- Maintain District property and equipment.
- Be involved with the promotion of recycling and services provided by Solid Waste Management District including by not limited to speaking engagements and involvement in promotional events.