



## EMPLOYMENT OPPORTUNITY

# SOLID WASTE PROGRAM MANAGER

### SALARY AND BENEFITS

\$26.45 - \$35.00 per hour, plus benefits package

### FILING DEADLINE

Open until filled. Review Date: June 22, 2023

### DUTIES AND RESPONSIBILITIES

*The Program Coordinator, under direction from Assistant Director of Solid Waste, is to manage, operate, administer, monitor and accounting of programs administered by the Lassen Regional Solid Waste Management Authority. Duties may include, but are not limited to, the following:*

- As directed, assists in various programs including: water and landfill gas air monitoring and reporting; recycling, household hazardous waste and reuse; diversion reporting; landfill waste disposal and scale house operations; and education, research and grant programs.
- Assist in the preparation and monitoring of budgets including recommendations and forecasting.
- Assist and/or prepare and monitor work plans, grants, agreements, contracts and other administrative and fiscal functions, including: determining goals and objectives.
- Research and prepare technical, administrative and financial reports and studies; prepare written correspondence, as necessary.
- Prepare program area policies, goals and procedures relative to fiscal control; collect and compile relevant data supporting recommendations; implement policies and procedures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for specific area of assignment; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Monitor and coordinate the daily operations of assigned program area; perform technical duties and fiscal detail work related to assigned area; maintain appropriate records and statistics.
- Conduct analyses of a wide range of related program or operational activities; conduct surveys and perform moderately complex research and statistical analyses; prepare related reports.
- Compile and/or create materials and prepare reports, manuals and publications.
- Coordinate activities with and provide information to outside contractors, service providers and other departments.
- Act in a professional manner and use principles of good customer service when dealing with the public.
- Provide information to outside contractors and service providers; prepare and publish requests for proposals, bids and prepare contracts.
- Perform a variety of technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable.
- Maintain the necessary accounting records to support processed transactions related to area of assignment.
- Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record.

- Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department or agency upon completion of assigned process.

## MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Experience:

Five (5) years of increasingly responsible experience in solid waste, or comparable experience, administration and management. Two years of supervisory experience preferred.

### Education:

Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, statistics or a related field. Associates degree preferably in business, accounting, office management, or a related field.

### Licenses and Certifications:

Must possess a valid driver's license issued by the State of California.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

The Lassen County application is available from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street Ste. 3  
Susanville, California 96130

☎ (530) 251 -8320 ☎

**Opened: June 1, 2023**

## ☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.