



A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

# Assistant Director— Solid Waste Management



## **THE POSITION**

The Assistant Director for the Solid Waste Management Department (SWMD) is a key member of the leadership team that “protects the public health and safety of the City of San Antonio by providing quality municipal solid waste services and environmental programs that are safe, efficient, cost effective and environmentally responsible”.

This position reports to the Director of SWMD and provides the expertise, programmatic support and leadership necessary to help the City meet its goal of becoming a Zero Waste Community.

Over the past ten years, SWMD has added automated curbside collection, organics and multi-family ordinance recycling, household hazardous waste drop off and expanded brush collection and recycling. In addition, the SWMD provides Heavy Equipment Maintenance and Repair for the City’s Truck Centers. This position will play a critical role in helping determine what the next ten years will look like and what programmatic and service improvements will be needed to meet the City’s ambitious goal of reducing residential solid waste and increasing the recycling rate of 60%.

## **ESSENTIAL JOB FUNCTIONS**

- Assists in assuming full management responsibility for all department services and activities, including garbage, recycling, organics and brush collection.
- Researches, advises and assists in the implementation of industry best-practices and controls to improve service delivery and enhance operational outcomes.
- Selects, motivates, evaluates and develops high-performing employees. Provides and works with employees to correct deficiencies; and implements and administers necessary disciplinary action.
- Negotiates and develops contracts and agreements with other organizations and businesses that maximize city resources.
- Acts as official departmental representative to other City departments, City Manager’s Office, elected officials and outside agencies and community members; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Assists in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and prepares and presents staff reports and other necessary communications.
- Educates community members, elected officials and other City departments and responds to sensitive inquiries and complaints.





## QUALIFICATIONS

- Keen understanding of all facets of a major municipal solid waste department including day-to-day garbage and recycling collection, route development, financial management and community education.
- Knowledge of analytical and statistical methods and the development of performance metrics to measure the success of programs.
- Solid understanding of industry best practices and trends. Ability to elevate and enhance already existing and high-performing programs.
- Ability to understand, develop and implement appropriate policies and procedures that improve program and staff performance.
- Effective speaker and presenter who is able to educate employees, community members and leaders and inspire change.
- Experience in negotiations and contract development. Able to develop and execute contracts and agreements that advance the organization's goals.
- Strong leader with a history of developing strong teams, implementing recognition programs, retaining high-performing employees and creating a positive and effective work environment.
- Able to communicate effectively, both verbally and in writing and prepare clear and concise reports.
- Knowledge of pertinent Federal, State and Local laws and regulations.
- Ability to define challenges and develop a course of action to resource those challenges.

## REQUIREMENTS

- A Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration or a related field.
- Five (5) years of increasingly responsible professional experience in the area of solid waste and environmental services
- Three (3) years of administrative or supervisory experience
- **Master's Degree from an accredited college or university is highly preferred.**

## THE COMMUNITY

The City of San Antonio is home to more than 1.32 million residents and was recently ranked by Forbes magazine as one of the best performing cities in America.

Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the state as well as a plentiful supply of high quality housing and low utility rates.

San Antonio is rich in recreational and cultural opportunities like the world famous Alamo and the nearby Riverwalk, the two most visited tourist destinations in Texas. Residents also enjoy two major theme parks—Sea World and Six Flags Fiesta Texas.

The City of San Antonio has over 11,000 employees led by a council / manager form of government and is the only major city in the nation to hold the highest possible bond rating from all three major credit rating agencies.



## Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

**Executive Car Allowance** – Executives receive a monthly car allowance of \$500.

**Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.

**Health Care** – The City offers two health care plan options consisting of two Preferred Provider Organization (PPO) medical plans, which offers employees a choice of deductible, co-insurance and co-payment levels.

**Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

**Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

**Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

**Holidays** – 13 Holidays

**Leave/Vacation** – City Employees receive Annual and Personal leave; accrual based on seniority.

**Relocation Assistance** – Available.

## To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

**[saexecsearch@sanantonio.gov](mailto:saexecsearch@sanantonio.gov)**

This position is open until filled; however, the first review of resumes will be December 15, 2014.

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

### For additional information please contact:

Joel Jenks, Executive Recruiter  
City of San Antonio  
Human Resources Department  
P.O. Box 839966  
San Antonio, TX 78283  
Phone: (210) 207-5173

*Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.*

**The City of San Antonio is an Equal Opportunity Employer.**

