



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

JOB TITLE: Recycling & Energy Executive Director

BASIC FUNCTION

The Executive Director of Ramsey/Washington Recycling & Energy (R&E) is responsible to the Ramsey/Washington Recycling & Energy Board (R&E Board) for the proper administration of the business affairs of Ramsey/Washington Recycling & Energy (R&E) and for carrying out the policies and vision of the R&E Board. Participate with the R&E Board in the creation of the vision and strategic plan for R&E. Assist the R&E Board in developing policies, programs, and plans for improved management of R&E. Provide direction and organizational oversight to R&E by implementing R&E Board policies and directives. Perform related duties and other responsibilities as may be necessary and appropriate to the head of R&E administration. This position involves the application of a high degree of judgment and independent initiative to achieve the vision, mission and goals of the R&E and respective county partnerships.

EXAMPLES OF WORK PERFORMED

1. Promote, build, and maintain a diverse, culturally responsive, inclusive, and respectful workplace.
2. Lead and provide strategic guidance and direction to R&E, set goals, and ensure the overall success of the organization.
3. Take direction from and collaborate with the R&E Board by providing information, advice, and support to facilitate effective decision-making and policy development.
4. Ensure compliance with the Ramsey/Washington Joint Powers Agreement and R&E Bylaws.
5. Lead the work of the R&E Facility & Finance Committee.
6. Serve as R&E's liaison to county Public Health departments and other county leadership, ensuring R&E's vision and direction align with respective county partnerships.
7. Supervise and provide direction to R&E's Executive Leadership team.
8. Oversee investment and financial decisions, ensuring the organization's financial sustainability.
9. Represent R&E to external stakeholders, including government agencies, media, community groups, and other organizations, to promote the organization's mission and objectives.
10. Advocate for R&E's mission and objectives and engage in public relations activities to enhance R&E's reputation.
11. Ensure compliance with relevant laws, regulations, and ethical standards applicable to R&E's activities.
12. Develop, and implement long-term strategic plans to guide the organization's growth and impact while simultaneously striving toward sustainability.

(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

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SUPERVISORY/MANAGERIAL RESPONSIBILITY:

Directly supervise R&E's Deputy Director, HR Manager, Accounting Manager, and Senior Administrative Assistant. Indirectly supervises approximately 110 employees.

WORK ENVIRONMENT:

Work takes place primarily in an office setting. Periodic access to the production facilities at the R&E Center. Lighting, temperature, and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is performed in an office environment with the use of a computer 4-6 hours daily. Travel to meetings away from the regular place of work is required; may involve evening meetings.

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily to weekly contact with R&E Board members or their assistants to seek and provide information, advice, and direction, and to make presentations; and with R&E executive leadership to obtain and provide information, to provide advice and direction, and to resolve conflicts. Regular contact with county Public Health directors, other county leadership, R&E staff, representatives of other jurisdictions, civic and business organizations, consultants, and vendors to provide and obtain information, make presentations, establish and maintain relationships, and promote R&E's interests. Regular contact with the public to respond to inquiries or complaints.

IMPACT OF SERVICES/OPERATIONS:

Duties' impact on R&E's capability to effectively carry out its function. Proper performance will result in enhanced public health of residents through provision of efficient, effective, and equitable programs and services; maximizing funds available for providing environmental health related services through the development of an efficient budget and the creative use of grant opportunities; the efficient use of allocated funds R&E budget; R&E staff and leadership receiving accurate, timely information with which to make decisions; and compliance with laws, regulations and contractual obligations. Improper performance would result in poor quality and ineffective R&E programs and operations; the waste of public funds; low morale and unsatisfactory performance by R&E staff due to poor supervision, lack of motivation or lack of direction; poorly informed decisions by the R&E Board or County Attorneys due to inaccurate information or poor documentation; damage to the R&E and the counties' reputation in the community; and failure to comply with county, state and federal laws, rules and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of Minnesota government and the principles and practices of public finance, policy analysis, planning, public administration, and laws.
- Knowledge of principles of management analysis and organizational design necessary to analyze, recommend and evaluate programs, administrative policies, and organizational structures.
- Knowledge of economics and market conditions affecting the management of waste.
- Knowledge of the legislative process of local and state governments.
- Skill in evaluating information related to a variety of analysis and financial planning that includes: collecting and interpreting data, identifying programming needs, establishing rationale for recommendations and effectively communicating that to individuals and groups.
- Skill in making public presentations to elected officials, community organizations, citizens and professionals.
- Skill in planning, directing, and supervising the activities of high-level directors, managers, and other staff.
- Highly skilled in the ability to establish and maintain effective working relationships with R&E Board members, county department directors, other agencies, other solid waste and environmental health professionals, and the public.

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- Highly skilled in the ability to develop innovative solutions to problems and coordinate their implementation with a variety of conflicting interests.
- Highly skilled and effective in the ability to establish and carry out long- and short-range objectives.
- Ability to provide effective executive direction, management, and coordination within an organization.
- Ability to understand business financial reports.
- Ability to develop, implement and monitor the division budget.
- Ability to take risks and make difficult decisions.
- Ability to motivate and inspire managers and staff.
- Ability to establish an organizational vision and to drive strategic change to meet organizational goals through creativity, innovation, flexibility, and resilience.
- Ability to make decisions that produce high quality results; anticipate future trends; assess impact of issues and display a system thinking approach with an organization-wide perspective; establish rationale for and project consequences of decisions and/or recommendations.
- Ability to lead people toward achieving R&E's vision, mission and goals in an inclusive environment that fosters development, facilitates cooperation, teamwork and employee engagement, and supports constructive resolution of conflicts.
- Ability to lead in a manner that advances racial and health equity, and achieves equitable outcomes for all residents, regardless of cultural identification.
- Ability to promote, build and maintain a diverse and culturally responsive workforce.
- Ability to speak, present, and interact in public arenas with composure, professionalism, and discretion.
- Ability to adapt to changing political and financial realities.
- Demonstrates an understanding of, appreciation for, and ability to work with a unionized workforce.

MINIMUM QUALIFICATIONS

Education: This position requires a bachelor's degree in public administration, business administration or a related field.

Experience: Ten years of progressively more responsible experience, including five years in an administrative or managerial capacity in a multi-function service organization, or equivalent.

Preferred Qualifications: Master's degree in public administration, business administration or a related field is preferred. Experience in a county or municipal government is preferred.