

DEPUTY DIRECTOR OF SOLID WASTE LICENSING

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Executive Director and the Westchester County Solid Waste Commission, the incumbent participates in the execution and administration of the policies, regulations, and procedures of the Commission. The incumbent participates in administering and implementing procedures and methods to issue, suspend, modify and revoke licenses and registrations as well as develop standards and procedures to conduct background investigations to determine the fitness of principals and employees applying for licenses governed under the County's Solid Waste legislation. The Deputy Director participates in ensuring that solid waste generated within the County is disposed of or recycled in an environmentally safe and sound manner and implements and evaluates the effectiveness of the County's solid waste management plan. Extensive and substantive contact may occur with key industry representatives, local municipal officials, and elected officials. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in administering and implementing procedures to issue licenses and registration for the performance of activities performed under the County's Solid Waste legislation;

Participates in administering and implementing procedures and methods to enforce the standards set forth in the County's solid waste legislation;

Participates in administering and implementing procedures and methods to issue, suspend, modify and revoke licenses and registrations issued under the County's solid waste legislation;

Assists in developing standards and procedures to conduct background investigations to determine the fitness of principals and employees applying for such license and registration;

Establishes and modifies fees for licenses and registrations, including application fees and fees for background investigations, to ensure that collected fees cover the cost of the operation of the Commission;

Participates in developing and implementing procedures to conduct lawful inspections of the facilities of a Licensee or Registrant and to audit the records kept pursuant to the solid waste legislation;

May issue emergency suspension orders where the Commission has obtained clear and convincing evidence that a serious of adverse impact on the life, health safety or welfare of residents or property;

Participates in the creation and development of the Customer Availability Service Hotline ("CASH") database, which will serve as a registry for those customers who are seeking to obtain solid waste and recyclables collection services;

Assists in monitoring standards and conditions of services provided by the industry and in formulating appropriate regulations;

Participates in the preparation of the annual operating budget of the Commission;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in the preparation of the annual report of Commission activities for submission to the County Executive and the Board of Legislators;

Provides all information and records to the Department of Environmental Facilities;

Appears before committees of the Board of Legislators regarding the operations and activities of the Commission on the instruction of the Executive Director;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the laws, rules and regulations affecting the solid waste disposal and recycling industry; good knowledge of the operations, issues and trends confronting the solid waste and recycling industry; good knowledge of the principles and practices of administration, management, and supervision; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to identify critical factors and to formulate realistic proposals; ability to prepare, present and support reports to officials and the public both orally and in writing; ability to establish and maintain effective working relationships; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; initiative; tact, integrity; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of public sector professional legal, administrative or management experience including two years supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* or a Law Degree* may be substituted on a year for year basis for up to three years of the above stated general experience. There is no substitution for the two years of supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.