

## EXECUTIVE DIRECTOR OF SOLID WASTE LICENSING

DISTINGUISHING FEATURES OF THE CLASS: The incumbent executes and administers the policies, regulations, and procedures of the Westchester County Solid Waste Commission. This position is appointed by the County Executive and subject to confirmation by the Board of Legislators. The incumbent performs such duties as may be delegated by the Commission. The Executive Director, acting for the Commission, ensures that solid waste generated within the County is disposed of or recycled in an environmentally safe and sound manner, implements and evaluates the effectiveness of the county's Solid Waste management plan, and identifies businesses engaged in refuse collection, transport, processing or disposal suspected of fraud and abuse. Consistent with the provisions of the Westchester County Charter this class will direct and manage the activities of any and all such employees as may be appointed by the Commission. Extensive and substantive contact occurs with key industry representatives, local municipal officials, and elected officials. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers and implements procedures to issue licenses and registration for the performance of activities performed under the County's Solid Waste legislation;

Administers and implements procedures and methods to enforce the standards set forth in the county's solid waste legislation;

Administers and implements procedures and methods to issue, suspend, modify and revoke licenses and registrations issued under the County's solid waste legislation;

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

Builds case materials to facilitate the prosecution of businesses engaged in refuse collection, transport, processing or disposal, suspected of fraud and abuse;

Establishes and modifies fees for licenses and registrations, including application fees and fees for background investigations, cover the cost of the operation of the commission;

Develops and implements 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;

Issues 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;

Creates and develops a database for customers, to be known as the Customer Availability Service Hotline ("CASH"), which serves as a registry for those customers who are seeking to obtain solid waste and recyclables collection services;

Reviews fees to ensure that collected fees fund the Commission and cover the cost of background investigations; and formulates recommendations regarding fee modification;

Formulates the annual operating budget of the Commission;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares 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;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the General Municipal Law; 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; good knowledge of the techniques of investigation; knowledge of the techniques of preparing legal memoranda, conducting legal research, and analyzing legal problems; knowledge of the County Law and the Charter and Administrative Code of Westchester County; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to analyze legal issues and identify significant cases; 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 plan and supervise the work of staff; ability to establish and maintain effective working relationships with a wide variety of people; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; imagination; initiative; tact, integrity; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in Criminal Justice and six years of law enforcement experience, four of which must have been in criminal investigation and analysis and included cases involving the sanitation industry, and three of which must have been at a supervisory level; or (b) graduation from a school of law with an LL.B.\* or J.D.\* degree, and five years of experience adjudicating or prosecuting criminal cases including those involving waste management, three years of which must have been at a supervisory level..

\*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.

West. Co.  
J.C.: Non-competitive†  
MQT5

Job Class Code: E0762  
Job Group: XIX