

THE NAPA-VALLEJO WASTE MANAGEMENT AUTHORITY



EXECUTIVE DIRECTOR

(Part-Time Contract Position)



THE NAPA VALLEY

With its world-renowned wines, restaurants and resorts, the Napa Valley has given its name to an idyllic lifestyle of laid-back sophistication. The Valley is also home to 130,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural, and recreational opportunities.

Most Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat, with a population of 74,000, to Yountville, with 3,280 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

THE AUTHORITY

The Napa-Vallejo Waste Management Authority is a joint exercise of powers authority organized under the laws of the State of California pursuant to the provisions of the Government Code and a Joint Exercise of Powers Agreement, dated as of March 16, 1993, as amended. The members of the Authority include the County of Napa, the City of Napa, the City of Vallejo, and the City of American Canyon. The Authority provides economical coordination of solid waste management services, including the acquisition, construction, financing,

refinancing, maintaining, operating, rate setting, rate collection and the regulation of the Devlin Road Transfer Station to provide economical coordination of solid waste processing, transfer and disposal commonly collected by each of the member agencies' franchised solid waste collectors. The Devlin Road Transfer Station is owned by the Authority and operated under an Operations Agreement with an independent contractor.

In addition, the Authority is charged with providing for the safe closure and long term post-closure maintenance of the American Canyon Sanitary Landfill for the general purpose of protecting the health and safety of the public within the Service Area and for the quality of the estuarine portions of the Napa River watershed and the specific purpose of protecting the general funds of the member agencies against any possible "generator" liability under state or federal laws and regulations.

The Napa-Vallejo Waste Management Authority is governed by a Board of Directors who are elected officials representing each of the member agencies, which also appoint one alternate who, along with each Director, serve at the pleasure of each representative member agency. Board meetings are typically held the first Thursday of each month at American Canyon City Hall.

MISSION STATEMENT

The purpose of the Napa-Vallejo Waste Management Authority is to provide cost effective coordination of solid waste processing, transfer and disposal services, including the acquisition, construction, financing and operation of a transfer facility, and to protect the environment from past solid waste management practices within the service area.



GOALS AND OBJECTIVES

- The Authority works in cooperation with its member agencies to provide a waste management system which achieves both the missions of the Authority and its member agencies.
- The Authority is committed to the recycling goals of its member agencies and may act as a conduit to achieve those goals. To achieve this objective, it is necessary to consider the goals and objectives of the entire solid waste management system, including the Authority, its members, its service area, and the State of California.
- The Authority recognizes the value in diverting waste from traditional disposal and will attempt to provide diversion opportunities whenever practical.
- The Authority also provides for numerous recycling opportunities on site, including, but not limited to, motor oil, batteries, paper, glass, metals, paints, antifreeze, and mixed construction and demolition materials.
- The Authority recognizes the need to work in coordination, and not in competition, with the ongoing and future diversion efforts of member jurisdictions.
- The Authority is prohibited by its formation agreement to compete with services provided by its member agencies; no services, therefore, are provided for the off-site collection of waste or recyclable materials.

THE EXECUTIVE DIRECTOR

The Executive Director is appointed by, and serves at the pleasure of the Board of Directors of the Authority. This is a contracted position (part-time)

administering the day to day operations of the Authority through oversight of a number of private contractors, and under the direction of the Board. The Authority contracts with the Napa County Auditor-Controller, Treasurer-Tax Collector, County Counsel and Department of Environmental Management for respective support services. The Executive Director provides supervision for two part-time staff: a Landfill Superintendent and a Management Analyst. The Authority's FY 2010 total budget is approximately \$12 million (operating and debt service). The Executive Director's office is located in the Napa County Administrative Headquarters; the Director has the flexibility to conduct much of the requisite work remotely.

IDEAL CANDIDATE

The ideal candidate is an energetic, strategic thinker who seeks new challenges and takes pride in staying current on the newest technologies of the profession. Candidates should possess senior management expertise and ideally display a successful record of achievement in solid waste and environmental management and development of operating and capital budgets. Experience in contract management/oversight of consultants and contractors is essential. Candidates will ideally have a foundation in management principles and practices, and knowledge of systems and equipment used in waste collection, disposal, and closure/post closure. A thorough understanding of regulations regarding solid waste disposal is highly desirable, as is experience working in a regulatory environment. The successful candidate must be knowledgeable in planning and budgetary processes. As this position requires working closely with the member agency





APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing deadline for this position is Monday, February 1, 2010. To be considered, please submit a cover letter, list of four work-related references (who will not be contacted without prior notice), indication of current (or most recent) salary and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held. For additional information regarding this opportunity, contact Stuart Satow at:

Board members, the ideal candidate will possess a high level of political acumen and the ability to establish collaborative relationships with each of the Authority Board members.

Additional requirements are as follows:

Education and Experience

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

Broad and extensive work experience in a management or administrative position in a private or public agency responsible for integrated waste management; at a minimum, background to include five years of management and administrative experience in a position responsible for the formulation and implementation of programs, budgets, and administrative operations; **and** a Bachelor's degree from an accredited four-year college or university.

COMPENSATION

The salary for this position is negotiable depending on the qualifications and experience of the successful candidate (the current Executive Director has been contracted for 16 hours per week at \$50,000 annually). The Authority offers a deferred compensation plan for the Executive Director. The Authority is not a PERS agency - PERS requirements for retired annuitants do not apply.



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Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview conducted by the consultant in February. It is anticipated that interviews with finalists will occur in March and that an appointment will be announced shortly thereafter, following follow-up interviews and thorough reference and background checks.

