

TITLE: General Manager

REPORTS TO: Executive Board
REVISED BY: Cathleen Gent

DATE REVISED: 11/17/2020

SALARY & CLASSIFICATION: Grade10 (out of 10 grades), Minimum Salary - \$62,000 & Maximum Salary - \$82,000. This position is salaried and contractual, and is classified as an exempt position under Fair Labor Standards Act definitions.

SUMMARY: The General Manager is responsible for the performance of the District. The role includes staff assistance to the Board of Supervisors in formulating and articulating policies and managing the human and financial resources of the District in a manner sufficient to implement the Board's decisions and policies effectively and professionally.

The General Manager's duties include: coordination of solid waste planning and implementation projects; budget and work plan preparation and monitoring; oversight of ongoing programming and operations; personnel management; grant administration; compliance with federal and state laws; technical assistance to individual members of the Board of Supervisors, local officials and persons requesting to communicate with the District.

TYPICAL DUTIES:

The General Manager serves at the pleasure of the Central Vermont Solid Waste Management District Board and reports directly to the Executive Board, with the Chairperson of the Board assuming direct supervisory responsibility for the General Manager.

Duties and responsibilities of the General Manager include the following:

1. Manage the administration and operations of the Central Vermont Solid Waste Management District (the District, the CVSWMD.)
2. Serve as liaison between the Executive Board, member communities, agencies of the State of Vermont and other organizations.
3. Serve as spokesperson of the District as requested by the Executive Board.
4. Have knowledge of current waste management practices, as well as federal, state and local laws, rules and regulations pertaining thereto so as to provide the Executive Board with pertinent information.
5. Implement requests of the Executive Board.
6. Provide staff support to the Executive Board and Financial Oversight Committee.
7. Work with the Executive Board to develop the agenda for the Board of Supervisors.
8. Recommend and prepare proposals for new programs for submission to the Program Oversight Committee. This may take place with the assistance of the Planning Analyst, Outreach Manager, Field Programs Team Manager, ARCC Operations Manager and/or other program staff.
9. Recommend and prepare policies, ordinances, rules and regulations for submission to the Executive Board and approval by the Board of Supervisors.
10. Prepare agendas and warnings for District votes and ensure that such votes are carried out in accordance with the laws, rules and regulations of the State of Vermont and the District charter.
11. Hire, supervise, and train, when appropriate, District personnel, consultants and contractors

as authorized by the Executive Board.

12. Coordinate, review and direct the activities of staff and keep the Executive Board informed on a regular, monthly basis of the activities of District personnel.
13. Prepare and administer requests for bids for proposed work to be done for the District as well as prepare proposals and specifications for use by consultants and contractors to perform such work; review and verify the qualifications and credentials of such consultants and contractors; and submit findings of same to the Executive Committee.
14. Be responsible for the financial management of the District, including among other things:
 - a. Preparation and execution of all contracts authorized by the Board or Executive Board and all budgetary estimates and projections describing in detail all anticipated expenses of the District each month.
 - b. Preparation of monthly, quarterly and year-to-date financial statements that describe in sufficient detail all revenues, expenses, assets, and liabilities of the District. Such statements will be submitted to the Treasurer and Financial Oversight Committee as soon after the close of the period as possible.
 - c. Prepare quarterly financial statements for the Board of Supervisors one month after the end of every quarter.
 - d. Prepare and file quarterly and yearend sales and income tax reporting to state and federal tax departments.
 - e. Be responsible for proper and accurate administration of all grants and District programs, including complete and timely preparation and processing of grant applications. In addition, work closely with and supervise staff who manage grants.
 - f. Advise and assist the Board with borrowing and/or bonding procedures.
 - g. Coordinate annual financial audit process including soliciting proposals for audit services every three years.
15. Revise the CVSWMMD SWIP or review SWIP prepared by Planning Analyst and ensure submittal of biannual progress reports to the Vermont Agency of Natural Resources as required by the State of Vermont.
16. Work with board and staff to develop, implement and refine an organizational and program plans and strategic plans.
17. Serve as staff to the Financial Oversight Committee
18. Organize organizational retreat annually or semiannually as directed by the Executive Board.
19. Oversee staff who manage hauler licensing and audit processes and monitor hauler reporting processes and ensure proper payment of CVSWMMD surcharge. Take action to enforce surcharge payment if necessary, in keeping with CVSWMMD ordinance and approved procedures.
20. Supervise staff submission of all reporting and revision necessary to administer the CVSWMMD SWIP in compliance with the requirements of the state of Vermont.
21. Monitor legislative activity and report relevant legislative efforts to the Board of Supervisors. Testify on legislation endorsed by the Board of Supervisors on request.
22. Other duties as may be assigned by motion of the Board and/or Executive Board of the District.

WORKING CONDITIONS

Work is performed in an office setting. However, attendance and participation at meetings and special events is regularly required. Public speaking may occur at meetings of groups at sites other than the District. Public contact is required, sometimes under stressful situations. Pressure and deadlines are part of this position's work environment. Evening work is regularly required. Weekend work may be periodically required. A flexible schedule is offered to assist individuals in blending the demands of this position into a reasonable lifestyle. A significant amount of independent judgment is exercised.

QUALIFICATIONS:

Minimum of a Bachelors degree in a field related to the work with at least 5 years supervisory experience in a solid waste, environmental organization or municipal or government environment. Master's degree preferred. Relevant experience may be substituted for education on six month of experience per semester basis.

Strong organizational skills are needed as well as the ability to work independently and collaboratively. Ability to manage time well, cope with interruptions and meet deadlines is needed. The General Manager will be able to read, research, comprehend and follow complex written and verbal instructions and documents as well as complex financial and mathematical data. Knowledge of business English, composition, spelling, grammar and punctuation sufficient to produce regular correspondence, memos and reports is expected. Successful track record managing budgets and cash flows; ability to motivate and supervise staff; familiarity with accounting and human resources practices is sought. Effective oral communication skills, including the ability to clearly express thoughts to others and exchange information is required. Required knowledge of Quickbooks Accounting and Microsoft Office software.

A valid Vermont driver's license is necessary.

Must have a reliable source of transportation.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.