

# **Deputy Executive Director**

## Nature of Work

This as an executive management position responsible for overseeing the operational functions of SPSA through the planning, directing, coordinating and supervising of day-to-day operations. Responsibilities include development of short and long range operational plans, direct supervision of senior staff responsible for the Regional Landfill, Transportation, Transfer Stations, Environmental Management, Fleet Maintenance and Safety divisions. Leadership in strategic planning including identification and negotiation of new or renewed business opportunities. May perform duties of the Executive Director in his or her absence or as assigned.

Work is performed with considerable independence under the general direction of the Executive Director. This position serves at the discretion of the Executive Director.

## Critical Elements of Performance

Provides leadership in the development, implementation and execution of the organization's strategic management plan.

Develops strategic and tactical management plans and performance objectives for the operations divisions and monitors progress in the completion of the objectives. Assists senior operations staff in developing division goals and objectives that help achieve SPSA's overall Mission. Monitors the performance of assigned divisions and consults with senior operations managers to explore methods of enhancing performance.

Hires, supervises, motivates, disciplines and evaluates the performance of assigned personnel. Insures that employees understand the importance of their activities in the accomplishment of SPSA's Vision and Mission. Aligns supervision standards with SPSA values to inspire employees to higher levels of performance. Provides for the training and development of employees to enhance skills and improve performance.

Assists the Executive Director in the development of SPSA's operating and capital budgets and presenting the budgets to the SPSA Board of Directors.

Develops long range revenue and expenditure requirements for both operating and capital expenditures. Projects operating costs of various programs and facilities, including the development and presentation of marginal cost analysis. Evaluates the impact of various business decisions on future revenue and expenditure requirements.

Provides guidance to senior operations staff in the preparation of division operating and capital budgets. Reviews capital budget expenditure requests and recommends the timing and method of funding projects based on an economic cost analysis of each project.

Monitors the expenditure of budget funds for compliance with operational plans and SPSA policies while ensuring budget authorized levels are not exceeded. Reviews requests for budget transfers and recommends action for the review and approval by the Executive Director.

Manages SPSA's risk management program, to include the identification and assessment of business-related risks and the implementation of risk mitigation strategies. Maintains an appropriate insurance program to address business risks.

Assists in the preparation and negotiation of contracts ensuring compliance with local, state and federal laws and regulations.

Directs the preparation of requests for bids for equipment and facilities for all operational divisions. Reviews bids documents to make certain that all user requirements are included in the request and the resulting purchases will provide quality equipment and facilities for the lowest cost available. Negotiates contracts for goods and services in accordance with Federal and State laws and SPSA policies and procedures.

Coordinates the activities of the operations divisions to assure efficient delivery, processing, and disposal of waste throughout the system. Shifts resources to balance delivery and processing needs of the system.

As a member of the executive team, participates in corporate policy development, planning, and decision-making. Reviews recommendations concerning corporate policy changes and analyzes the impact the change will have on the operational cost, efficiency and revenue of SPSA.

Assists the Executive Director in administering the day-to-day operations of the agency. May be assigned to act on behalf of the Executive Director in his or her absence.

Performs other duties as needed and/or required.

#### Required Knowledge, Skills and Abilities to Perform the Job

Thorough knowledge of local, state and federal regulations and licensing requirements relating to the proper receiving, transporting, processing, household hazardous waste recycling, and disposing of solid waste. Knowledge of solid waste and environmental regulations and licensing requirements.

Thorough knowledge of human resource management practices and principles necessary to lead, manage, supervise and motivate employees to high levels of performance.

Thorough knowledge of management, budgeting, purchasing and financial practices and procedures necessary to direct the operations of multiple and diverse operational divisions.

Comprehensive knowledge of general business management principles and practices needed to assist in the development and execution of agency-wide policies and strategies. Comprehensive knowledge of research and policy analysis techniques necessary to perform reviews of complex proposals and develop recommendations.

Ability to develop short and long range plans to maximize operation division programs and to successfully implement those plans.

Ability to prepare and administer, complex operating and capital improvement budgets.

Ability to define, interpret and analyze complex data and to use the data to formulate action plans to enhance operations

Ability to lead, motivate and appraise the performance of employees in the various operations divisions.

Ability to read, understand, interpret and apply complex federal, state and local regulations.

Ability to assist executive staff in analyzing overall agency operations and to participate in the development of short and long term agency strategic business plans.

Skill in effectively communicating with SPSA's Board of Directors, Executive Director, management staff, subordinates, SPSA employees and customers in all aspects of interpersonal relations and communications, both oral and written.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Operations Management or related field from an accredited college or university with extensive years of progressively responsible executive level managerial experience in a solid waste operations environment or municipal/county government, three years of which shall have been at a department head level, or any equivalent combination of school or work experience which would provide experience in executive level management in a waste disposal program. Preference given to candidates with engineering experience or education.

Must be able to perform all essential functions of the job.

## ACCOUNTABILITIES

### Deputy Executive Director

#### 1. Management/Operations

Effectively plans, coordinates and manages the operations divisions of SPSA including the Regional Landfill, Transportation, Transfer Stations, Fleet Maintenance, Safety, and Environmental Management. Reviews the operations of each division and coordinates operations between divisions to enhance system-wide productivity and performance. Provides leadership in the development, implementation and execution of the organization's strategic management plan.

##### Goals

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#### 2. Leadership

Through effective leadership, selects, trains, develops and motivates staff to achieve established objectives. Follows and ensures compliance with SPSA administrative policies, procedures, Standards of Conduct, and safety procedures and regulations. Promotes SPSA's Vision, Mission and Values and demonstrates leadership and management practices that reflect commitment to those organizational standards. Requires department heads to demonstrate leadership and management practices that reflect commitment to organizational standards.

##### Goals

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#### 3. Executive Team Responsibilities

Effectively assists in corporate policy development, planning and decision-making which impact the operational functions and achievement of SPSA's objectives through effective teamwork. Weighs SPSA's long range requirements and its short term challenges to develop a comprehensive plan for serving our member

communities. Proposes innovative solutions to old and new challenges. Ensures timely and effective communication with the Executive Director and all other departments.

**Goals**

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4. **Communications**

Communicates effectively with SPSA's Board of Directors, management staff, subordinates, and other employees in responding to questions and resolving concerns. Interacts professionally with internal and external contacts in person, by telephone, or by e-mail. Develops relationships that enhance operations, follow good business practices and provide customer service that meets SPSA's Vision, Mission and Values. Demonstrates verbal and writing skills sufficient to communicate complex issues clearly and accurately.

**Goals**

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**AMERICANS WITH DISABILITIES ACT  
ESSENTIAL FUNCTIONS LIST**

**JOB TITLE: Deputy Executive Director**

<b>ESSENTIAL FUNCTIONS</b>		<b><u>MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS</u></b>	<b>% OF TIME</b>
1.	Effectively plans, coordinates and manages the operations of SPSA. Provides leadership in the development, implementation and execution of the organization's strategic management plan.	Mental ability to read, write, analyze, and interpret operations data and present to Executive Director and the Board of Directors. Communication and interpersonal relation skills required with ability to organize, coordinate, evaluate, and direct utilizing the English language. Physical ability to walk, stoop, bend, and endure hot and cold environments.	30%
2.	Selects, trains, supervises and evaluates assigned personnel.	Mental ability to read, write, analyze and interpret data then present to employees in a clear manner. Excellent interpersonal relations skills and ability to organize, coordinate, evaluate, and direct work or assigned staff.	15%
3.	Develops and monitors annual operating and capital budgets in conjunction with departments. Monitors departmental expenditures.	Mental ability to process information in a logical manner. Mental ability to perform mathematical and financial calculations and prepare reports. Mental ability to read, write, analyze, and interpret data. Excellent interpersonal relations skills. Mental and physical ability to use microcomputers and common word processing and spreadsheet software packages. Manual dexterity required.	10%
4.	Investigates, analyzes, and determines needs and considerations. Recommends corrective action.	Mental ability to read, write, and interpret data. Mental ability to analyze, interpret, and communicate information. Physical ability to walk, climb, stoop, and bend.	15%
5.	Maintains effective liaison with the general public and area cities and counties.	Mental ability to utilize good interpersonal relations skills and communicate verbally in person, through email and by telephone. Excellent interpersonal relation skills required. Ability to speak effectively before a group of people.	15%
6.	Assists in policy development planning and decision making which impacts the achievement of SPSA's objectives.	Mental ability to conduct research, interpret and make logical recommendations. Ability to arrive at conclusions based on complex analysis of broad, diverse sets of data. Ability to communicate verbally and in writing using the English language. Ability to read, write, and analyze data.	15%

**\*Sufficient vision and hearing required to safely perform the essential functions of the job listed above \***

**ADA STATEMENT**

The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.

This is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of any and all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.

Applicant/Employee Signature:	Date:
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Please Print Name:



**Department of Human Resources**  
 723 Woodlake Drive  
 Chesapeake, VA 23320  
 Office (757) 420-4700, FAX (757) 962-7695  
<http://www.spsa.com>

## APPLICATION FOR EMPLOYMENT

**Effect of Nondisclosure:** Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

### PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State      Zip Code
Primary Contact Number: (      )		check one:    home    work    cell    pager
Alternate Contact Number: (      )		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From:                        To:                        Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a <b>Felony</b> <input type="checkbox"/> or <b>Misdemeanor</b> <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any <b>Felony</b> <input type="checkbox"/> or <b>Misdemeanor</b> <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

### COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				

## EDUCATIONAL BACKGROUND

Check highest level completed:																					
High School												Received (check one, if applicable)		College				Graduate			
1	2	3	4	5	6	7	8	9	10	11	12	Diploma	<input type="checkbox"/>	GED	<input type="checkbox"/>	13	14	15	16	17	18
Name of High School:																					
Name of College/University				Location				Hours Completed				Degree Earned				Major or Specialty					
Other (i.e., vocational, technical, business, etc.)																					

## LICENSES AND CERTIFICATIONS

List any licenses/certifications or other authorization you possess to practice a trade or profession (CPA, CPR, PE, etc.) including state and expiration date:	State	Expiration
Indicate type of Driver's License: Standard <input type="checkbox"/>	Commercial (CDL) <input type="checkbox"/>	Class

## EMPLOYMENT AND VOLUNTEER EXPERIENCE

The Application for Employment and any Supplementary Experience Form(s) must be completed. Starting with your most recent position, describe all paid, military, or applicable volunteer experience, as well as any periods of unemployment, including reasons for unemployment. Describe those duties and responsibilities which best demonstrate your qualifications for this position. A resume may be attached but the application must be completed in full. If additional pages are needed to properly list entire work history, request supplemental work experience forms from the receptionist.

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	





## PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

**Information regarding disclosure of Social Security Number, if applicable.** Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

## ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Receipt by \_\_\_\_\_ Date \_\_\_\_\_

**The Southeastern Public Service Authority complies with EEO/ADA guidelines  
and is a drug-free workplace.**