

Appendix J

Position Descriptions for District Staff

Darke County Commissioners
Position Description
An Equal Opportunity Employer

Position Title: Solid Waste Director
Division: Solid Waste Management
Reports to: Board of County Commissioners

Incumbent:
Class Number:
Employment Status: Full-Time/Reg

ESSENTIAL FUNCTIONS:

Administers, coordinates and implements the administrative, financial and technical functions of the County Solid Waste Management plan on behalf of the Board of County Commissioners (e.g., manages allocated funds and resources consistent with solid waste management plan, meets with government agencies, community groups and related organizations to ensure proper solid waste management and receive and respond to inquiries and/or complaints, represents Board of Commissioners in all matters pertaining to solid waste management, etc.); advises Commissioners on issues concerning solid waste management.

Writes grant requests and prepares grant applications; researches availability and eligibility for various grants; compiles, prepares and maintains related records, reports and related documentation.

Develops, writes and edits various persuasive public awareness materials (e.g., informational brochures, fact sheets, public service announcements, public displays, newsletter, press releases, speeches, etc.); conducts background research; proofreads copy; makes recommendations on lay-out and design of publications; works closely with appropriate personnel, consultants and public officials to ensure information is accurate and timely.

Plans and organizes various public relations programs designed to meet public participation goals and objectives (e.g., conducts background research, prepares program budgets, analyzes and monitors costs, analyzes program effectiveness and makes appropriate recommendations, etc.); coordinates related activities and events (e.g., schedules dates, times and places, contacts media, gathers and/or prepares materials, invites guests and speakers, schedules appearances, etc.); establishes and maintains effective working relationships with media, consultants and various public officials and/or agencies; alerts media to issues of community interest.

Appears before and speaks at various public events (e.g., speaking engagements, public affairs meetings, community group meetings, fairs, public television, etc.) to promote programs and public awareness, answer questions and address public concerns.

Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs duties of co-workers and completes special projects as required.

POSITIONS SUPERVISED:

Part-time Secretary (1)

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KNOWLEDGE, SKILLS AND ABILITIES: (*indicates developed after employment)

Knowledge of: solid waste procedures, techniques and regulations; county policies and procedures*; program management; House Bill 592; supervision; public relations; government structure and process; budgeting; environmental engineering; advanced persuasive writing techniques.
Ability to: carry out detailed written and oral instruction; communicate effectively through speech and writing; develop/maintain effective working relationships with associates, government agencies, media and general public; determine specific action; exercise sound judgment; prepare and edit articles for publication; apply public speaking principles to practical situations; address sensitive inquiries from officials and public; prepare and deliver speeches before specialized audiences and general public.

EQUIPMENT OPERATED:

Office Equipment (e.g., telephone, copier, facsimile machine, etc.), Computer

UNUSUAL, HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Attends various events outside normal work hours and away from office.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Completion of secondary education with any combination of additional education, training and/or experience which evidences an advanced knowledge of government structure and process and ability to communicate effectively and perform basic public accounting.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

Date

Employee Signature

Date

Darke County Commissioners

Position Description

An Equal Opportunity Employer

Position Title: Administrative Asst.
Division: Solid Waste Management
Reports to: Board of County Commissioners

Incumbent:
Class Number:
Employment Status: Full-Time/Reg

ESSENTIAL FUNCTIONS:

Keeps Abreast of Solid Waste Issues to Better Inform the Public:

Provides executive secretarial support for Director by keeping abreast of solid waste issues, which include but are not limited to: 1) Ohio EPA Mandates, 2) Legal Operation of Solid Waste District, 3) State and Federal Legislation that impacts District, 4) Illegal Dumpsites, 5) Tire Recycling and Disposal, 6) Recycling, Waste Reduction, Recycling Market Development, Elimination of Toxins, Purchasing of Recycled Products, Materials Handling, etc.

Telephone, Visitors, and Meetings:

Answers the telephone and greets visitors to the office. Takes messages, schedules appointments and meetings, assists in setting the agenda for the Darke County Policy Committee, and assists with setting up the programs for the Darke County Environmental Council.

District-wide Public Education Programs:

Works with Director as well as independently with final approval of Director to plan and implement public-education programs such as Telephone Book Recycling, Electronics Recycling Day, Tire Collection Day, Household Hazardous Waste Collection, Trash Bash, school programs, and all educational seminars sponsored by the solid waste district.

Brochures, Advertising, Promotion, Newsletters, Public Displays, Posting of Flyers:

Works with Director as well as independently with final approval of Director to plan, prepare, and produce interesting and informative brochures, ads, flyers, posters, newsletters, and public displays at the fair and other places. Travels throughout the District to post flyers.

Conducts Surveys and Obtains, Produces, and Keeps Highly Technical Statistical Data to Complete Reports:

A. Prepares and sends surveys to industries, mayors, and townships to obtain and produce highly technical statistical data for recycling, waste-reduction, and composting for submission to the Ohio EPA and for use by the district. Also, conducts telephone surveys of all district commercial, nonprofit, and educational facilities to prepare statistical data for submission to the Ohio EPA, and for use by the district.

B. Produces and maintains for future reference and use all quarterly, financial, and other statistical reports prepared by Director or as required by Director to obtain information for the policy committee, commissioners, and public.

Accounting, Purchase Orders, Vouchers, and Paving of Bills:

In addition to preparing purchase orders and vouchers, keeps statistical reports of all accounting procedures and keeps copies of all invoices paid by the district, including but not limited to purchase orders, vouchers, contractual agreements, etc.

Maintains Research Center and Maintains District's Scrapbooks and Photo Files:

Maintains the solid waste research center, providing assistance to the public as inquiries come in. Prepares and maintains informational material on loan to schools and the public through the solid waste district's video library, educational books for teachers, recycled-materials purchasing catalogs, and other files. Also keeps the district's scrapbooks and photo files organized and up-to-date for an ongoing historical record.

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Ratification Updates of Solid Waste District Plan:

Is fully knowledgeable of the Ratification Process, which is required every five years by the Ohio EPA. Knows the procedures to follow and the contacts to be made to help the Director, Board of Commissioners, Policy Committee, and Solid Waste District Consultant prepare the State-Mandated Plan.

Public Relations, Research, and Public Service:

Maintains a helpful and friendly demeanor, readily assisting the public with questions as they come in. Represents the District, with the approval of the Director, by conducting public service and public functions. Is required to attend the Darke County Environmental Council and signs in attendees as they come in. Is required to attend all Darke County Solid Waste Policy Committee Meetings, recording minutes, distributing minutes, and performing other duties as required. May also be asked to attend the Ohio Association of Solid Waste Districts and other local and state meetings to further education on solid waste issues, to assist Director, or to represent solid waste district and the Board of Commissioners. Must sometimes work evenings and weekends.

Routine Office Duties and Maintenance of the Office in Absence of Director:

Performs regular office duties such as typing, filing, etc. Not only types from rough written copy, recorder, or instructions for correspondence, newsletters, and brochures, but is able to work independently in the absence of the Director. Keeps office supplies stocked and shops for office supplies, cleaning materials, and other items required in the daily operation of the solid waste district office.

POSITIONS SUPERVISED:

None

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern office practice, procedures and equipment, proper etiquette, public relations and communications skills, technical computer skills. Must be organized, creative and have the ability to work under pressure.

EQUIPMENT AND SOFTWARE KNOWLEDGE:

Computers, printers, scanners, copiers, typewriters, telephones. Must be experienced with all the following software packages, which are currently used in the solid waste district office: Windows 7, Microsoft Office, which includes Microsoft Word 2007, Access 2007, Excel 2007, Publisher 2007 and Power Point 2007

UNUSUAL, HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

None

QUALIFICATIONS: (Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. Any example of an acceptable qualification for this position is:)

Completion of secondary education, some college, with an emphasis on data processing, office management, and office practices. Must have demonstrable skills in typing, computer data entry, technical data, general accounting, newsletter and brochure preparation and layout, and experience with the planning, preparation, and promotion of educational activities. Must exhibit initiative, accuracy in the preparation of statistical data, organizational skills, and the ability to work independently as well as with others. Must be willing to learn and represent the district at public events when called upon to do so. Must have an outgoing personality with emphasis on public relations skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

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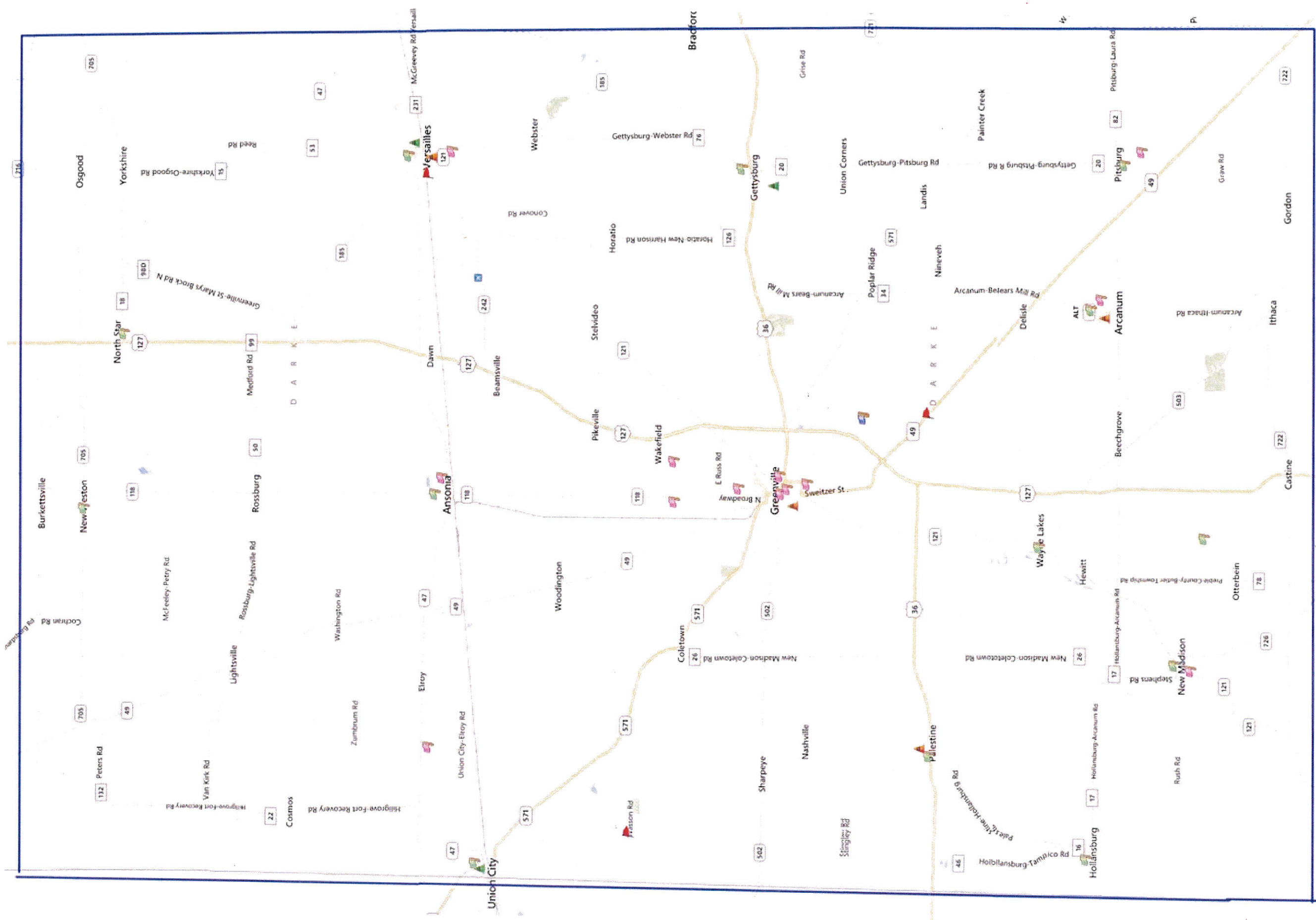
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Approval of Appointing Authority

Date

Employee Signature

Date



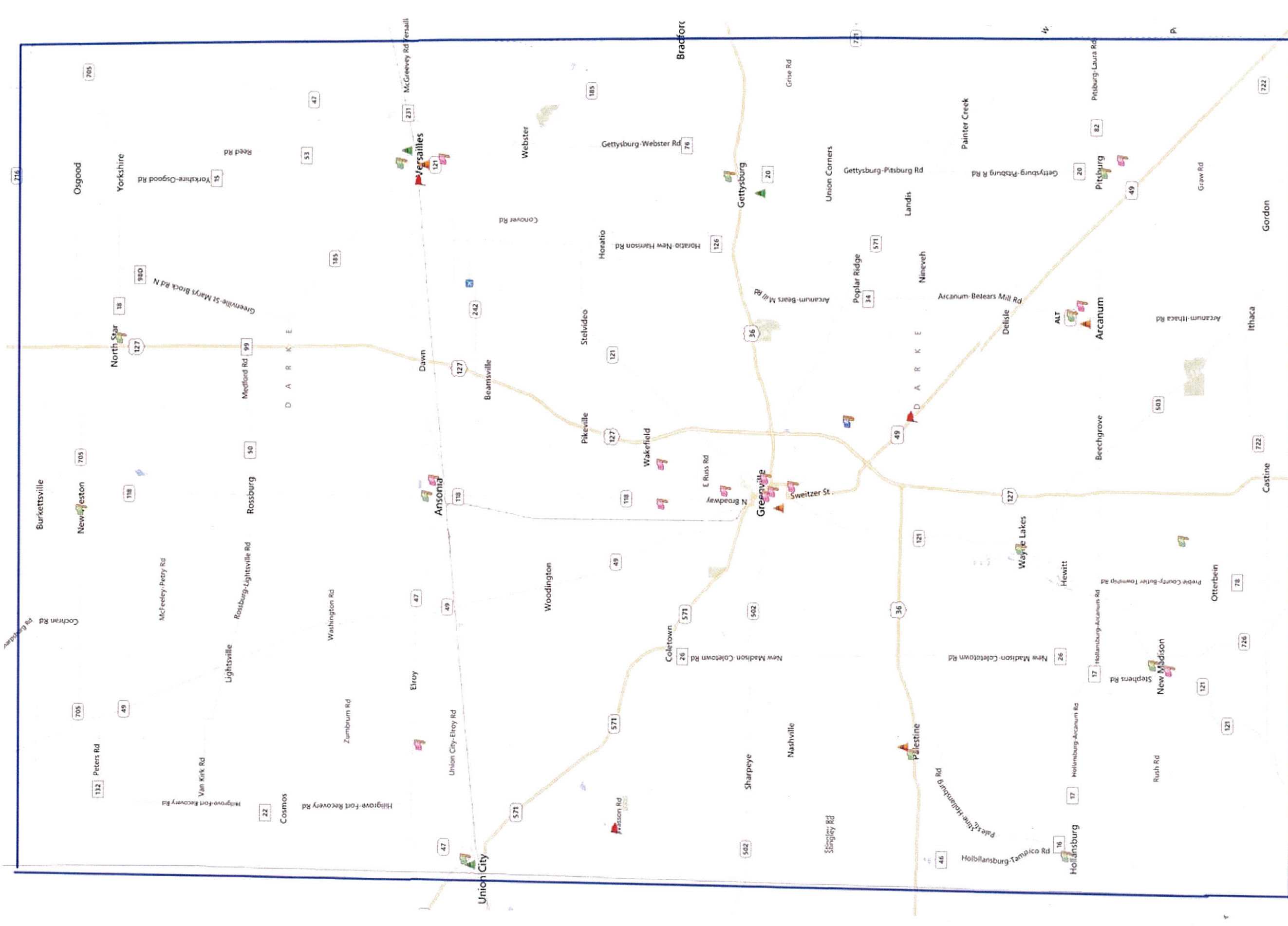
- Recycling Drop Boxes**
- Village of Arcanum
 - Village of Ansonia
 - Village of Gettysburg
 - Village of Hollansburg
 - Village of Palestine
 - Village of Pittsburg
 - Village of New Madison
 - Village of Union City
 - Village of North Star
 - Butler Twp
 - Wayne Twp
 - Rumpke Transfer Station

- School Recycling Drop Boxes**
- Arcanum-Butler
 - Ansonia Local Schools
 - Anthony Wayne School
 - Greenville City Schools (5)
 - Franklin Monroe School
 - Mississinawa Local School
 - Versailles Exempted School
 - St Mary's Catholic School
 - Tri-Village Local School

- Transfer Station**
- Rumpke Consolidate Companies
- Compost Facilities**
- Village of Versailles
 - Fitzwater Tree Service
 - Fresh Aire Farms

- Scrap Yards/Material Processors**
- I Shot Services
 - PFP
 - Smith's Pallets
 - Union City Recycling
- Curbside**
- City of Greenville
 - Village of Arcanum
 - Village of Palestine
 - Village of Versailles





Recycling Drop Boxes

- Village of Arcanum
- Village of Ansonia
- Village of Gettysburg
- Village of Hollansburg
- Village of Palestine
- Village of Pittsburg
- Village of New Madison
- Village of New Weston
- Village of Union City
- Village of North Star
- Butler Twp
- Wayne Twp
- Rumpke Transfer Station

School Recycling Drop Boxes

- Arcanum-Butler
- Ansonia Local Schools
- Anthony Wayne School
- Greenville City Schools (5)
- Franklin Monroe School
- Mississinawa Local School
- Versailles Exempted School
- St Mary's Catholic School
- Tri-Village Local School

Transfer Station

- Rumpke Consolidate Companies
- Compost Facilities**
- Village of Versailles
 - Fitzwater Tree Service
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Scrap Yards/Material Processors

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 - PPP
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- City of Greenville
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