

EXECUTIVE DIRECTOR

Ulster County Resource Recovery Agency
Kingston, New York

The Ulster County Resource Recovery Agency (UCRRA) is seeking a dynamic Executive Director to lead all aspects of the organization, including the administration of current programs, development of new materials management options, and financial management. Established in December 1986 and governed by a five-member Board, UCRRA has two transfer stations, a recycling facility, a composting facility, an education department, and a budget of approximately \$20 million.

UCRRA is run by a staff of 38 (including the Executive Director)- 11 administrative and 38 operations employees. The five-member board is appointed by the County of Ulster legislature.

The top priority for the Executive Director is to solicit and review alternative methods of waste disposal while reviewing compatible and economical waste diversion methods, work in partnership with local municipal (county, city, town, village) leaders, understand the inner workings of the Agency and ensure the current facilities are properly maintained.

This challenge and opportunity require significant effort toward partnerships with local government and citizen stakeholders. UCRRA needs to be a leader in waste diversion while managing its current programs and properties.

Ulster County stretches over three spectacular geographical regions: the Hudson River Valley, the Catskill Mountains, and the Shawangunk Ridge. Beyond the natural beauty of its landscape, Ulster's diverse cultural fabric weaves together accomplished artists, musicians, chefs, farmers, thespians, and entrepreneurs in a creative and innovative community. With so much to see and do, Ulster offers plenty of opportunities to restore your work-life balance.

The county houses beautiful towns, from the quaint charm of New Paltz to the industrial architecture of Saugerties, to the towering murals and Revolutionary War-era stone houses that exist side by side in the city of

Kingston. Museums and cultural heritage sites capture the county's ample history. Every place has its own distinct personality, but they are all called home by generations of professionals in tech, manufacturing, hospitality, the food and beverage industry, and so many more—who know how to enjoy life when they are not working.

Many of the best restaurants in the region can be found here as well. Farm-to-table is the rule, not the exception, and restaurateurs make it a point to use ingredients grown by their neighbors. It all pairs perfectly with locally made hand-crafted beer, wine, hard cider, or spirits.

POSITION SUMMARY

The Executive Director of the Ulster County Resource Recovery Agency is charged with protecting public health and the environment and promoting sustainable materials management practices by efficiently managing solid waste materials with a focus on resource conservation. As the chief executive officer and the face of the organization, the Executive Director will lead the organization in determining how Ulster County can attain these goals while examining issues through the environmental, legal, operational and financial lens.

PRINCIPAL RESPONSIBILITIES

- Leads the UCRRA in planning and implementing new solid waste management solutions.
- Keeps the Board informed and reports directly to them. Executes the decisions and policies of the Board.
- Management of all UCRRA activities as outlined by the enabling legislation and job description.
- The Chief Administrator with responsibility for planning and administering all phases of the Agency's daily operations.
- Directs the development and administration of all budgets in compliance with all State and Federal Regulations.

- Directs development and submission applications to Federal, State and local agencies for new and or continuing funding. Implements new programs and changes in existing programs as required by law and regulations.
- Maintains liaison with officials Federal, State and local municipality officials, business leaders and developers, community agencies and contiguous counties to promote understanding and cooperation.

QUALIFICATIONS AND REQUIREMENTS

- Experience and skill in working with a community board of directors.
- Passion for providing new and innovative solutions to waste management.
- At least ten years of experience of responsible administrative experience, preferably in solid waste management, local government or related fields. Previous materials management experience is preferred.
- Excellent coalition-building skills and previous success in establishing partnerships with individuals and organizations of influence, including civic leaders, state, federal and local officials, and citizen stakeholders.
- Ability to build strong collaborative teams and actively engage with staff. Demonstrated appreciation for staff, solicitation/incorporation of their input, and a positive working environment.
- Sound and pragmatic managerial ability. An astute manager who can set clear priorities, delegate, solve problems and make timely decisions.
- Strategic thinking and vision. The vision and strategic thinking to perceive opportunities for growth and improve the efficiency, quality and costs of UCRRA services.
- A history of successfully generating new and innovative revenue streams and improving financial results.
- Strong financial management skills.
- Change agent - effective leadership with the ability to “bring others along.” Can motivate and influence individuals and groups.
- Outstanding presentation and communication skills. The experience and natural ability to be an articulate spokesperson, relationship builder and organization champion.

SALARY AND BENEFITS

The Executive Director is a full-time, salaried, professional position located in Kingston, New York. Employees enjoy a benefit package including health insurance, paid time off, and retirement plan contributions. The salary range for this position is \$145,000 to \$170,000.

NON-DISCRIMINATION STATEMENT

UCRRA is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, national origin, creed, gender identity, age, disability, or status in any other group protected by law.

APPLICATION PROCESS

To apply, submit resume and cover letter to:

Anna Roppolo, Interim Executive Director

P.O. Box 6219, 999 Flatbush Road

Kingston, New York 12402

Or

jobs@ucrra.org

Please include Executive Director position in the subject line

Resume should include all professional experience, dates of employment (month and year), position/title, and organization names.