



Koff & Associates  
A Gallagher Company



# Environmental Resources Division Manager (Solid Waste)



## THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks, and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

For more information about the City of Oxnard, please visit: <https://www.oxnard.org>.



## THE POSITION

The Environmental Resources Division manages all aspects of a full-service solid waste operation for the City of Oxnard's Public Works Department. Management duties will include budget development and administration, staff management for 179 FTE's, public information and outreach, market expansion, and responsibility for daily operations of residential and commercial collections and the Material Recovery Facility (MRF). This position will perform difficult professional and technical administrative work leading and managing a solid waste system including disposal, organic waste, and recycling operations. They will also develop and carry out policies, procedures and programs as related to both daily and long-range management of the division, manage and ensure regulatory compliance and permits related to solid waste operations, and facilitate community outreach and education on regulatory mandates and solid waste issues.

### **Essential Functions include but are not limited to the following:**

- Research state and federal regulations in relation to solid waste operations, determine the impacts of new or modified regulations or state policies and develop or assist in modifying operations or facilities to comply with these regulations.
- Oversee and participate in the development of the annual budget, Capital Improvement Plan and equipment replacement plans; participate in the forecasting of necessary funds for staffing, materials, and supplies; discuss and resolve budget issues with appropriate management and staff; implement adjustments as necessary.
- Evaluate data, plans, trends and issues concerning solid waste disposal, recycling and the operations.
- Respond to and resolve sensitive and complex community and organizational inquiries and requests; investigate and resolve solid waste issues with residential and commercial accounts.
- Assist in the preparation of new City ordinances and the revision of existing ordinances.
- Develop and provide educational programs and outreach on solid waste, organics and recycling.
- Prepare, coordinate and present reports, and presentations on solid waste issues for committees, commissions, City Council, community groups and regulatory agencies.
- Oversee the selection, training and evaluation programs for solid waste and technical personnel; provide and/or coordinate staff training; identify and resolve staff deficiencies and provide solutions.
- Attend technical training sessions to improve knowledge of state and federal regulations and solid waste management.
- Attend evening meetings for neighborhood councils, commissions, committees and City Council.

- Assure personnel are properly trained so that daily operations comply with permits, solid waste codes and Federal, State, and City policies and procedures.
- Maintain accurate and timely records and reports on all personnel and operating costs.
- Performs related tasks as required.

## THE IDEAL CANDIDATE

The ideal candidate will be a visionary and transformational leader who understands the importance of being a team player and servant leader. This position requires a results-oriented, problem-solver who thrives in a collaborative environment. The successful candidate will build and maintain a departmental culture of open and honest communication, creatively working together while implementing practical process improvements and enterprise solutions. The ideal candidate will be a customer service focused leader who understands the need to provide and meet timelines, bring fresh ideas and resolution to challenging situations, and have the confidence, compassion, and ability to have honest and open conversations when necessary. The next Environmental Resources Division Manager will have solid organizational skills, the ability to manage changing priorities, and a willingness to delegate appropriately to navigate projects and programs from inception to completion in a timely manner.



### Key Attributes, Skills, and Characteristics

- A successful track record implementing improvements and procedures to meet customer demand and satisfaction. A willingness to try new things is imperative.
- A background of leadership in a busy, public-sector organization with strong technical knowledge of solid waste regulatory mandates.
- A willingness to invest in staff development, employee growth, and to build a results-oriented, high performing, collaborative work culture.
- Be detail oriented and ensure high quality work product.
- Exceptional public acumen to build trust, confidence, and credibility with all stakeholders.
- Strong organizational skills with in-depth knowledge of federal, state, local ordinances and laws.
- An effective manager of projects and people. A team builder and collaborator that exhibits leadership and a positive presence while building and maintaining effective relationships with a diverse staff and the public.
- Financial acumen to successfully manage a budget of \$57 million, address issues and devise procedural change and resolution.

## QUALIFICATIONS

- Bachelor's degree in business or public administration or field related to assignment
- Six years of journey-level professional experience in solid waste operations or a related combination of public works experience, and two years of supervisory experience

## WORK SCHEDULE

The normal workweek is Monday-Thursday, 8:00 am - 6:00 pm, and alternating Fridays, 8:00 am - 5:00 pm. This position may be required to be available to work additional hours as needed to respond to workload needs.



## SALARY AND BENEFITS

The salary range for this position is **\$111,515.87 - \$182,329.26 DOE.**

**An excellent benefits packages includes the following:**

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security.
- The City provides \$1543.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- Paid Administrative Leave of 40 hours per fiscal year
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Retirement Health Savings Plan
- The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement)

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date for this position is November 14, 2022.**

Interested candidates are encouraged to apply as soon as possible.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/environmental-resources-division-manager/>.

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information or questions, please contact



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

### EQUAL OPPORTUNITY

*The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation.*