



VIA EMAIL

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FROM: Natasha Terrell, HR Manager, Staffing, Human Resources Division

DATE: November 1, 2023

RE: Executive Professional Search Services - Request for Expression of Interest

As a firm in Broward County’s Executive Search Resource Library, we are soliciting your firm’s interest in conducting the following Executive Search:

Executive Director of Solid Waste Authority

- Salary Range: To Be Determined
- Essential Duties (attached)

All-Inclusive Fee

\$ _____

If your firm is interested in conducting the above listed search, please express your interest by inserting your proposed **All-Inclusive Fee** as stated in the Agreement in the space provided above.

In addition, **please attach a list of the most recent relevant searches (include the date of each search listed)** conducted by your firm. This information will be considered along with the proposed fee and any other relevant information to determine the firm that meets the best interests of Broward County for this search.

To be considered for the above search, **the requested information must be received via email by 5:00pm EST on Monday, November 6, 2023, 2023 via email.** If you do not submit the requested information or do not respond by the deadline, we will assume your firm is not interested in this search. For any questions or clarifications, please do not hesitate to contact me.

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FIRM: _____ SIGNATURE _____ DATE: _____

Executive Director of Solid Waste Disposal and Recyclable Materials Processing Authority of Broward County

The Solid Waste Authority

The purpose of the Solid Waste Disposal and Recyclable Materials Processing Authority of Broward County (Solid Waste Authority) is to develop and implement a long-term, environmentally sustainable, transparent, innovative, and economically efficient plan and approach to disposal, reduction, recycling, and reuse of waste generated in Broward County.

The Solid Waste Authority will be overseen and managed by a Governing Board, Executive Committee, and the Executive Director. The Executive Committee may appoint or remove the Executive Director by majority vote.

The Position

The Executive Director must be an employee of the Solid Waste Authority and while serving as Executive Director, must not be: (a) employed by any Party; (b) serving on the elected body of any Party; or (c) contracted to consult for or lobby on behalf of any Party.

The Executive Director serves as the chief executive officer of the Solid Waste Authority, is responsible for the operation of the Authority in accordance with the policies and decisions of the Governing Board and the Executive Committee, and, among such other duties as authorized by those policies and decisions, has the following specific duties and responsibilities:

Hire and manage a chief sustainability officer for the Authority or other such employee with similar responsibilities regardless of title.

Hire and manage other such employees as authorized by the Governing Board through its approval of the annual budget as being necessary for the operation of the Authority.

Oversee all personnel issues with employees of the Authority, including setting salaries and benefits, annual reviews, discipline, and termination.

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Serve as registered agent for all service of process on the Authority and execute documents on the Authority's behalf as authorized by the Governing Board.

Provide recommendations, assistance, and support as necessary for the Governing Board's adoption of a Master Plan.

Provide recommendations, assistance, and support as necessary for the Executive Committee's approvals of operational policies for the Authority and the annual plan of operations for the Authority.