

Brochure  
Broward County  
Solid Waste Authority Executive Director

**Solid Waste Disposal and Recycling Authority**  
**Executive Director**

Broward County, Florida

The Solid Waste Disposal and Recyclable Materials Processing Authority of Broward County, Florida (the Authority) is seeking an innovative, entrepreneurial leader to serve as its Executive Director. The Authority is an independent legal entity established by interlocal agreement to serve the County and member municipalities. Its purpose is to develop and implement a long-term Master Plan that is environmentally sustainable, transparent, innovative and economically efficient system for disposal, reduction, recycling and reuse of waste generated in Broward County.

The Executive Director will be an employee of the Authority, serving the Governing Board as directed by the Executive Committee. A successful candidate will bring a strong sense of mission to the development of a solid waste system that is innovative, technologically advanced, and environmentally guided to achieve reduced waste disposal. Experience in intergovernmental relations, with the ability to firmly and diplomatically present professional views, technical information, and broad analysis of policy issues is essential. As a strategic leader, the Executive Director must bring vision and a sense of the possible, grounded by experience, knowledge of the industry, and a record of accomplishment.

The Executive Director will be a full-time Authority employee and during such employment may not be employed by any other party, serve on an elected body, or consult for or lobby on behalf of any other party. The Authority is **open to consideration of remote work and flexibility in schedule** that is consistent with meeting the demands of a dynamic environment. The Authority members have set aggressive goals with high ambitions to advance change. The Executive Director must share this sense of purpose, urgency and commitment.

***From sawgrass to seagrass, an inclusive and resilient community  
with a thriving quality of life.***

This vision statement speaks to the natural gifts, community commitment, and forward vision that are the foundation for local government services in Broward County. As part of the south Florida metropolitan area, Broward is a hub for business and tourism and home of beautiful Ft. Lauderdale, the “Venice of Florida”. Over 13 million annual visitors join 2 million residents to enjoy world class beaches, sport fishing, golf courses, boating and water sports, and the natural beauty of parks and preserves.

The Amerant Bank Arena in Sunrise offers top tier concerts, family entertainment and the excitement of professional hockey. Shopping and dining options range from the sophistication of the Las Olas district to the bargains of Sawgrass Mills and a diversity of local restaurants. A wide range of housing accommodations welcome newcomers including shoreline high rises, canal homes, golf and resort communities, and rural equestrian farms.

More than 150 companies have based their U.S. or regional headquarters in Broward County. Firms include DHL, AutoNation, Alcatel-Lucent, Citrix Systems, Kaplan Higher Education, and Microsoft. Tourism remains the core of the local economy with Broward as a final destination and as the port for a thriving cruise industry. Economic diversification is increasingly evident with new and growing activity in manufacturing, finance, insurance, technology, avionics, film and television production.

With such a vision to the future that meets the demands of a dynamic economy and challenges of environmental responsibility, the County and local governments have been meeting for three years to address development of a new integrated solid waste management system.

**Authority Interlocal Agreement Overview**

An Interlocal Agreement among Broward County and municipalities in the county creates the legal basis for establishment of a Solid Waste Disposal and Recyclable Materials Processing Authority as an independent entity to serve all member jurisdictions. To date, 28 municipalities (of 31) and the County have signed the Agreement. The Authority’s mission is to provide waste disposal and recycling services for public benefit through a collaborative effort that is environmentally sustainable, reduces the waste stream, provides innovative strategies and economic efficiencies.

To these purposes, the Interlocal Agreement calls for the development of a Master Plan to be adopted by members of the Authority to address strategic and operational planning purposes, and describe the Authority's operations in detail. The Authority will be responsible for the collective arrangement of infrastructure and facilities as defined in the Master Plan. This System of facilities will process Solid Waste, Recovered Materials and Recyclable Materials generated in any of the member jurisdictions. The accepted waste stream does not include hazardous materials or other waste deemed unacceptable in the Master Plan.

A Scope of Work for the Master Plan has been drafted for consultant selection. Upon issuance of a Notice to Proceed, the consultant will have 180 days to draft a Master Plan, with an additional 60 days for workshops and the addition of workshop comments to a final Master Plan.

### **Authority Governance Structure**

The Authority will be overseen and managed by a Governing Board, Executive Committee and the Executive Director. The Governing Board is comprised of representatives from each member government. The Executive Committee will be selected from the Governing Board members to include the County representative and 10 municipal representatives allocated by city populations. The Executive Director is the chief executive officer for the Authority. The Director will be appointed by and is answerable to the Governing Board and Executive Committee.

### **Executive Director**

#### General Duties

- Manage Authority facilities, infrastructure, services and programs as directed by the Governing Board policies and the Executive Committee.
- Manage the Master Plan for disposal, recycling, recovery of the waste stream of the Authority members. The Executive Director will secure support as necessary from consultants to finalize, refine and administer the Master Plan.
- Hire staff as authorized by the Governing Board, to include a chief sustainability officer. Staff will report to the Executive Director who will be responsible for their direction, supervision, compensation, evaluation, discipline, and termination as appropriate.
- Oversee Master Plan implementation based on the priorities established by the Authority.

- Develop an annual revenue and expense budget for operation of the Authority and for operation of the System recommended in the Master Plan.
- Support adoption of the Master Plan by the Governing Board, providing recommendations, briefings, and assistance as necessary.
- Support approval of operational policies by the Executive Committee.
- Recommend an annual plan of operations for the Authority to the Executive Committee.
- Direct development of a revenue structure for operation of the Authority and the Master Plan system, to include rates, special assessments, revenue bonds.
- Identify external funding opportunities, make application and administer grants to implement projects or programs.
- Set goals and objectives for waste management operations, services and programs.
- Assess environmental sustainability progress based on metrics from operating data, benchmarks, surveys, and studies to measure quality and effectiveness of programs.
- Prepare annual performance goals and assessment of achievement for evaluation by the Executive Committee.
- Serve as registered agent for service of process and execute documents on behalf of the Authority as authorized.
- Perform additional duties and assume additional responsibilities as directed by the Governing Board and which are consistent with the provisions of the Authority governing documents.
- Remain in the exclusive employment of the Authority while serving as Executive Director, Serves as the key point of contact and resource for coordinated response to issues that may arise within the county as appropriate and proactively address potential issues.
- May not hold public office or office in a political party or organization.

### **Qualifications**

- Bachelor's Degree in public administration, business administration, environmental science, engineering, or related field. Advanced degree preferred.
- A minimum of five years experience in a senior management position in local government or a public agency with solid waste management responsibilities. Ten years experience preferred.
- Record of successful implementation of an integrated solid waste management plan which involved such elements as landfilling, recycling, waste reduction, recovery and waste to energy components.
- Must possess a working knowledge of the policy, administrative and organizational relationships inherent in local government.

- Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming and budget development and control.
- Able to recognize the complexities, coordination and intergovernmental relations involved in coordination of an integrated solid waste management system.
- Able to articulate the mission of the Authority to appropriate local governments, the media and community groups and organizations, public and private partners.
- Highly adaptable administrator who can identify common interests in the development and implementation of an efficient, effective and environmentally responsible waste management system.
- Promotes strong, service oriented, customer relations.
- Knowledgeable of new technologies, strategies and opportunities for solid waste reduction, recycling and reuse. Able to think out of the box.
- Self-starter experienced in group dynamics. Able to take direction from multiple officials, discern common interests and priorities and develop approaches for common benefit.
- Have the experience, maturity, self-confidence and strength of professional connections to provide administrative insights and counsel to the Board of Directors and Executive Committee. Able to firmly and diplomatically present professional views, concerns, and implications of proposed actions under consideration while also committed to carry out ultimate decisions in a timely, professional and impartial manner.
- Follows an exemplary standard of professional ethics, integrity and personal behavior.
- Accessible to the Governing Board members, staff and partner service providers. Willing to work and attend meetings beyond standard office hours.
- Able to effectively negotiate, administer and enforce complex vendor agreements, energy contracts, local agreements and environmental permits.
- Experience with and strong interest in waste reduction programs, green initiatives, sustainability programs, with a commitment for best practices and technologies.
- Able to prepare reports, presentations, and policy recommendations with clarity.
- Able to communicate orally and in writing to convey complex analysis and technical subjects clearly and concisely and in real time.
- Knowledgeable regarding financing and operating costs of an integrated solid waste management system.
- Able to provide vision and leadership in assisting the Executive Committee and Governing Board to identify, analyze and deliberate policy and program issues.
- Able to represent the Governing Board and Authority mission in a wide range of community forums.

- Able to build trusting relationships between elected officials and residents. Remain non-political and impartial in Board and Executive Committee interactions, sharing information equitably with members.
- Follows an exemplary standard of professional ethics, integrity and personal behavior.
- Diplomatic skills to develop positive and cooperative relationships among elected officials, attorneys, staff and consultants. Experienced in a public stakeholder environment.
- Approaches the Authority work with an entrepreneurial spirit and sense of mission that reflects the community's commitment to best practices.

### **Compensation**

Total compensation to include salary and costs associated with benefits such as insurance, retirement contribution, and routine travel will be \$300,000 / year.

Paid holidays and vacation are negotiable.

Travel for professional conferences is negotiable.

### **Application**

Interested candidates should apply online @ [www.GovHRjobs](http://www.GovHRjobs) with a cover letter, resume and contact information for five professional references by February 2, 2024 Address to:

Jim Dinneen, Vice President and Executive Recruiter

GovHR USA

630 Dundee Road, #225

Northbrook, IL 60062

Questions may be directed to Jim Dinneen at 386-846-2612.

***Broward County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act (ADA).***