



**ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT**

**Job Announcement  
Waste Program Manager - Temporary**

\$57.07Hourly / \$4,565.60BiWeekly  
Hours: 40 per week/80 per pay period  
Appointment: Fulltime, Temporary

***Applications are due by July 27, 2022***

The Alameda County Community Development Agency (CDA) is seeking a highly motivated and enthusiastic professional to immediately fill the one-year position of Waste Program Manager. The position provides the opportunity to be a key contributor in implementing the County's SB 1383 compliant solid waste program. The Waste Program Manager is responsible for coordinating solid waste collection and organics waste reduction and recycling, consistent with local, state, and federal regulations, in the rural unincorporated areas of the County. More information about the County's Waste Program can be found here: <http://www.acgov.org/wasteprogram/>.

**THE DEPARTMENT**

The Waste Program Manager position is in CDA's Planning Department which has offices in Hayward. Department staff is primarily working remotely at this time. Information about our department can be found here: <http://www.acgov.org/cda/planning/>.

**THE POSITION**

Under general direction, the Waste Program Manager plans, organizes, directs, and participates in the administration of multiple integrated solid waste management agreements and programs within CDA's Planning Department. The Waste Program Manager will be responsible for leading compliance efforts related to the County's new Waste Program, which includes administering the Alameda County Solid Waste Collection and Organics Waste Reduction Regulations, and implementation of SB 1383. The Waste Program Manager receives general direction from an Assistant Planning Director.

**Temporary Appointment: The Waste Program Manager will be hired through the County's Temporary Assignment Pool (TAP) as a provisional employee of the Human Resource Services Department. Your immediate supervisor will be an Assistant Planning Director in the County Planning Department.**

**Examples of Duties**

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

1. Serve as technical expert and staff consultant for solid waste, recycling, and organics reduction
2. Lead development of Alameda County's new SB 1383-compliant solid Waste Program serving residents and businesses in the unincorporated portions of the county that are not located in a Sanitary District
3. Manage recycling, waste reduction, and organics programs serving residents and businesses in the County's Waste Program Jurisdiction; plan, organize, and implement programs and projects designed to encourage business, citizen, and public compliance, and maximize efficiency and material recovery



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4. Ensure Waste Program compliance with federal, state, local and other pertinent mandates, laws, codes, rules, regulations and agreements in multiple areas
5. Prepare cost estimates for budget recommendations; monitor and control expenditures
6. Lead negotiation of the County's hauler agreements for residential and commercial garbage, recycling, and organics collection
7. Administer hauler agreements including reviewing revenue and expenses, monitoring performance and regulatory conformance, resolving customer service issues, and monitoring service providers for compliance with contracted level of service and other contractual obligations
8. Maintain Waste Program records, including but not limited to the County's Annual Report/EAR data and County's SB 1383 Implementation Record
9. Prepare and submit reports and other data requests to CalRecycle or other agencies as required
10. Prepare a variety of data analyses on waste stream quantities and overall program elements
11. Coordinate with department staff, other County Agencies, StopWaste (Alameda County Waste Management Authority), Sanitary Districts, and other jurisdictions as needed pursuant to County's SB 1383 compliance efforts
12. Monitor proposed state and federal legislation affecting solid waste management
13. Prepare reports and documents for Agency leadership, public meetings, and the County Board of Supervisors
14. Make presentations to staff, the County Board of Supervisors, other boards and commissions, and community groups
15. Coordinate with Development Planning staff to review new developments with respect to solid waste services, including accessibility and adequacy of proposed solid waste systems for proposed building occupants in compliance with state waste division mandates
16. Develop proposals to obtain county, state, and federal grants; implement and administer grant programs
17. Lead Waste Program and SB 1383 outreach efforts, including developing Waste Program website content
18. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints
19. Perform related duties as assigned



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**IDEAL CANDIDATE**

In addition to meeting the minimum qualifications stated below, the ideal candidate for this position will have strong analytical and writing skills, the ability to work independently as well as collaboratively, be organized and detail oriented. Specifically, the ideal candidate will demonstrate:

**Knowledge of:**

- Principles and practices of current technical, environmental, and regulatory issues in the field of solid waste management
- Solid waste collection, disposal, resource recovery and recycling, and composting methods and systems
- Environmental issues and concerns related to solid, hazardous, and recoverable waste collection and disposal
- Local, state, and federal legislation, regulations, and judicial decisions concerning waste management
- Marketing and public education and outreach practices related to environmental programs

**Ability to:**

- Organize, implement, and direct integrated solid waste programs
- Analyze administrative guidelines, regulations, legislation, work papers, reports, complex data, and special projects
- Identify and interpret technical and numerical information
- Observe and problem solve operational and technical policy and procedures
- Establish and maintain professional working relationships with staff, elected officials, representatives from other organizations and the general public
- Provide sound and well-developed recommendations to senior management and County officials
- Plan, arrange, and manage meetings
- Prepare clear and concise reports, correspondence, presentations, and data to a wide variety of audiences
- Effectively work with community groups, agencies, and other jurisdictions to resolve issues related to solid waste management
- Assist in the development and monitoring of an assigned program budget
- Develop and recommend policies and procedures related to assigned operations



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**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a Bachelor's degree from an accredited college or university with major course work in environmental science, environmental studies, land use planning, environmental engineering, public policy, social sciences, public or business administration or a closely related field

And

**Experience:**

The equivalent of four years of increasingly responsible, professional experience in administrative work, with a minimum of two (2) years of responsibility for and knowledge of solid waste management or recycling programs.

NOTE: A Master's degree from an accredited college or university in environmental science, environmental studies, land use planning, environmental engineering, public policy, social sciences, public or business administration or a closely related field may be substituted for one year of the required experience

Desirable but not required: a Certificate in Integrated Waste Management, Solid Waste and Recycling Management, and/or Hazardous Materials Management is highly desirable

Special Requirements: Candidates may be required to possess and maintain a valid California Driver's License and may be required to drive in the performance of duties.

**BENEFITS**

The hourly salary for this position is \$57.07/ \$4,565.60biweekly. TAP employees may be eligible for medical, dental, and Share the Savings benefits upon meeting established eligibility criteria.

**HOW TO APPLY**

This recruitment is for a temporary appointment. Please email a PDF of your completed County application (*see instructions below*) to [Elizabeth.mcelligott@acgov.org](mailto:Elizabeth.mcelligott@acgov.org).

- Completion of the County application is part of the examination process.
- Your answers will determine your eligibility to participate in the next phase of the selection process.
- Clearly describe your qualifications in detail. If minimum qualifications are dependent upon education describe educational nexus, as needed.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A". (Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate).



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- Please fill the application out completely, HR department does not review resumes, only the county applications.
- Although you may attach a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resume" in your work history.
- Failure to comply with these instructions may result in disqualification.

**County Online Application Instructions**

1. Go to: <https://jobapscloud.com/Alameda/default.asp>
2. Click on the Application Template link (at the top of the page, above Employment Opportunities, see image below).



3. Follow the steps below based on your previous County of Alameda application experience
  - a. If you have never completed a County of Alameda application, register as a new user and complete the entire application.
  - b. If you have filled out a County application previously, log in and add your most recent position(s) and update other information as appropriate.
4. You are required to provide a valid email address. Our staff will contact you via email and therefore without a valid email address, you will not be contacted regarding your application.
5. Before submitting your application to the County of Alameda, it is your responsibility to ensure accuracy of all information submitted in the application.
6. Once you've completed the application, select **"Print My Application"**, print as a **PDF** and email it to [Elizabeth.mcelligott@acgov.org](mailto:Elizabeth.mcelligott@acgov.org). **(DO NOT SELECT "SUBMIT")**