



DEPUTY DIRECTOR

StopWaste • Oakland, CA

Salary: \$183,200 - \$225,300 DOE/DOQ

The Alameda County Waste Management Authority (StopWaste) is seeking a dynamic leader to join its executive team and provide leadership at the highest level of the organization.

Our ideal candidate is a flexible, team player who is able to quickly step in to address current challenges, help maintain a well-respected reputation in the community, and provide the leadership to build on current successes to further long-term development of the organization. The Deputy Director will be a person with strong interpersonal skills and integrity, experienced at working with governing boards, external partners and staff on the development of cutting edge environmental programming.

Applications due: Monday, April 6, 2020

www.StopWaste.org



Agency Overview

StopWaste is a small, independent public agency. Since 1976 it has provided environmental leadership by helping Alameda County's businesses, residents and schools waste less, recycle more and use water, energy and other resources efficiently.

StopWaste is a Joint Powers Authority made up of the cities of Alameda County, the County itself, and two sanitary districts operating in the county. It is governed by three Boards: the Alameda County Waste Management Authority (formed in 1976), the Alameda County Source Reduction and Recycling Board (formed in 1990), and the Energy Council (formed in 2013).

StopWaste has a reputation for developing innovative environmental programs and policies that have been replicated throughout California and other parts of the United States. Staff are encouraged to be nimble, entrepreneurial self-starters. The organization operates with a distributed authority, team-based structure rather than a traditional hierarchy.

The current fiscal year budget is \$32.5M with funding coming primarily from landfill fees and external sources such as grants and contracts.



The Job

The Deputy Director is a senior member of the executive team, and will hold a key role in helping to develop the Agency's long-term vision and successful implementation of its creative programming. Filling this position is part of StopWaste's succession planning efforts. Specific duties will vary but can include:

- Collaborating with staff and outside stakeholders on a variety of operational and administrative challenges.
- Developing programs and suggesting new methods or innovations to address current issues and help the Agency meet its ambitious mission.
- Implementing and monitoring success of strategic initiatives.
- Developing and implementing special projects at the direction of the Executive Director.
- Participating in the agency's strategic alignment process.
- Directing, monitoring and evaluating the work of staff, contractors or grantees as needed.
- Advising the Executive Director on a wide range of activities and policies.
- Researching and analyzing complex legal and administrative issues.
- Preparing and presenting reports to Boards and other stakeholders.
- Representing the Agency with legislative lobbyists, legislators, legislative aides and governmental staff at local, state and federal levels.

The Ideal Candidate

The ideal Deputy Director candidate will be a professional with outstanding management skills, integrity and strategic judgment.

The candidate does not need to be a subject matter expert in waste reduction or energy efficiency, but must be able to learn about these topics in the near term. More important than technical knowledge is the ability to think systemically about these issues and to bring a collaborative approach in developing new solutions with staff and stakeholders. This requires an understanding of how to implement novel community-based programs and engage with industry partners and the highest levels of local government to make those programs successful.

The successful candidate will:

- Have an open, approachable personal style.
- Be apolitical, yet politically astute.
- Be comfortable in a leadership role in a non-traditional work environment that values individual as well as team-based leadership.
- Be able to think systemically about complex environmental issues and have a visionary yet pragmatic approach.
- Value transparency and the collaborative nature of a Joint Powers Authority comprised of 17 public member agencies.
- Understand the role of local jurisdiction leadership such as mayors, city council members and city managers.
- Be comfortable interacting with a wide range of stakeholders representing local jurisdictions, interest groups, regional government and statewide elected officials.
- Be able to see the big picture while paying close attention to details.
- Be a hands-on manager able to run their own projects and prepare their own reports, develop and manage their budget(s) while providing oversight or mentoring to others.
- Be innovative and entrepreneurial.
- Be an excellent communicator able to adeptly interact and influence a variety of key stakeholders.



Experience and Education

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

- Education: A Bachelor's Degree in public or business administration, or closely related field. A Masters' Degree in a related field is desirable.
- Experience: A minimum eight years of increasingly responsible administrative experience in municipal government or nonprofit equivalent.

Compensation and Benefits

Depending on qualifications. The salary range for this position is \$15,269/mo. - \$18,779/mo., plus excellent benefits including medical, dental, vision, life insurance, commuter benefits, vacation and management leave, and CalPERS retirement (Classic Employee: 2.5% @ 55 formula, PEPRAs employee: 2% @ 62 formula).

To Apply

Applications and correspondence will be accepted through email. Please email the following documents to jobs@stopwaste.org and include "Deputy Director" in your cover letter and email subject line:

- Cover Letter referencing the position title
- [StopWaste Application](#)
- Resume

The required application can be downloaded at www.StopWaste.org/job-application.

Application packets may also be dropped off at or mailed to the StopWaste office:

StopWaste
ATTN: Pat Cabrera, Administrative Services Director
1537 Webster Street
Oakland, CA 94612

Schedule

- Deadline for the receipt of applications is **5:00 p.m. Monday, April 6, 2020.**
- Preliminary Interview: Week of April 13th
- Second Interview: Week of April 20th

No postmarks or faxed applications accepted. Late submittals will not be accepted.



Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority and Recycling Board.

StopWaste is an Equal Opportunity Employer.