

Notice of Job Opportunity

Agency: **Coshocton-Fairfield-Licking-Perry Solid Waste Management District**
675 Price Rd., Newark, OH 43055

Date Opened: _____

Date Closed: _____

Position: **Assistant Director**

Minimum Qualifications:

High School diploma or general education degree (GED); and one (1) to three (3) years' related experience and/or training; or equivalent combination of education and experience.

Additional Qualifications:

Working knowledge of solid waste field and solid waste districts. Must be proficient with Microsoft Word, Excel and Publisher. Must be familiar with Microsoft Access. Ability to work independently in a quiet secluded office environment is required. Must possess excellent organizational, communication and writing skills. Need to be detail oriented, focused, self-motivated, able to work independently and to multi-task. Experience working in government office a plus.

Salary:

- Comensurate with experience (\$19.00 - \$22.00 per hour)
- Great benefits including health, dental, vision and life insurance
- Ohio Public Employees Retirement System (OPERS)
- Paid time off
- 40 hours per week (Monday-Friday)

Duties

- Demonstrates regular and predictable attendance.
- Provides administrative support to Executive Director. Answers and handles telephone calls. Types and distributes out going correspondence also handles incoming correspondence.
- Maintains fiscal files, including accounts receivable & payable, reconciles monthly expenses with Auditor's reports, maintains office budget
- Under own direction, manages District office - orders supplies and equipment as needed, monitors office lease for renewal and maintenance contracts for office equipment.
- Supports District committees. Acts as secretary to the Board of Directors, the Policy Committee and any subcommittees – taking and distributing meeting minutes, updating member & roll call lists, schedules meeting rooms, issues public notices, copies documents needed for the meetings.
- Assists in maintaining and updating website.
- Finalizes contracts.
- Reviews quarterly reports/expenditures from contractors. Communicates with contractors regarding additional documentation necessary to process reports. Issues quarterly financial statements and year-end close-out statements for contracts.
- Promotes and maintains positive and effective working relationships with contractors as well as other county agencies.

- Assists in plan updates (scheduling meetings and hearings, public notices, copying, printing, mailings and other functions as needed).

Other Requirements

Must possess valid Ohio driver's license, a clean driving record and the ability to operate a motor vehicle.

To Apply: Interested applicants shall submit a current resume and completed application via email or fax to 740-349-6309 or via mail to Director, CFLP Solid Waste District, 675 Price Rd, Newark, Ohio, 43055. Applications can be obtained from the Licking County website at www.lcounty.com.

Successful Candidates will be subject to Licking County's pre-employment drug screen and background check.

The Joint Solid Waste Management District is an Equal Opportunity Employer