



Now hiring for an Executive Director

The Position in Brief

Canyonlands Solid Waste Authority (CSWA) is seeking an Executive Director to lead this long-standing, public solid waste services agency for the 10,000 residents, and three million annual visitors of Grand County, Utah. CSWA will benefit from an experienced administrator who appreciates the complexities of managing a vertically integrated solid waste service provider with a volunteer Administrative Control Board comprised of a member of the Moab City Council member, a member of the Grand County Commission, a representative from Castle Valley, and two at large community members. While CSWA enjoys the support of the county and city governments within its boundaries, the Executive Director and staff are employed by CSWA and operate independently. The CSWA leadership team manages solid waste to address the challenges of providing comprehensive services in a region with significant daily and monthly volume variability. Demonstrating expertise in working with all phases of waste management, the Executive Director will provide leadership and collaborative day-to-day decision-making for all of CSWA's areas of responsibility including: MSW and recyclables collections, roll-offs, two landfills, and a recycling center. The Executive Director will balance everyday management challenges and long-term strategy to engage the Board and other community leaders in addressing cost efficiency and environmental sustainability.

About The Community



Tucked in a sandstone valley, and surrounded by a breathtaking landscape, Moab is an all-season resort town. Originally founded as a farming community in the 1880s, and then transitioning through uranium and oil booms and busts, Moab has evolved into *the* gateway community to the world-class landscapes of the Colorado Plateau. Today, Moab is known for its outdoor recreation, unique character, and unpretentious attitude. Located in Utah's dramatic red-rock desert, the Moab valley has a permanent population close to 9,000, often swelling to over 20,000 during the nine-month tourist season. The Moab Music Festival and Moab Folk Festival are highlights of the cultural festivals, while

Jeep Safari and numerous running and biking events attract thousands to explore millions of acres of surrounding public lands. Outdoor enthusiasts are drawn to mountain biking on legendary trails, hiking Arches and Canyonlands National Parks, as well as horseback riding, camping, rock climbing, river sports, and golfing. Moab Regional Airport provides daily jet service to Salt Lake City and Denver, and Moab Regional Hospital has a robust group of physicians from a wide range of specialties to provide routine and specialized medical care. Grand County schools provide K-12 education on three modern campuses, and the new Utah State University Moab campus features state-of-the-art facilities and career-driven degree programs. Moab is a thriving, genuine community where people live, work, attend school, and actively engage in civic life.

About Canyonlands Solid Waste Authority

In 1993, Grand County created the Solid Waste Special Service District #1 (the District) for the purposes of operating a landfill, recycling program, and otherwise managing the solid waste generated by County residents and businesses. In May 2021, the District acquired the Canyonlands Transfer Station and began providing solid waste collection and hauling services and rebranded as Canyonlands Solid Waste Authority (CSWA). Today, the District provides comprehensive solid waste management services, including managing the operations of the Moab Class IVb Landfill, the Klondike Class I Landfill, the Community Recycle Center, and the Moab Transfer Station. CSWA provides all collection services within the City of Moab under a franchise agreement. It also provides household hazardous waste and e-waste collection events, collection events for outlying communities, and collaborates with various partners to promote sustainable waste management.

The Executive Director can expect to join an experienced and productive team of employees. The staff understands the community's expectations and has a high focus on responsive customer service. The leadership team consists of the Executive Director and four direct reports: the Operations Director, Office Manager, Program Manager, and Environmental-Health-Safety Specialist. They are supported by thirty-eight other employees as well as outside legal, accounting, and engineering professionals. CSWA's budget, approved by the District Board, is approximately \$5.4 million. The revenue stream for CSWA comes from the revenues from tipping and collection fees, of which those from an exclusive franchise agreement with the City of Moab constitute about 40%. The District's Administrative Control Board consists of one City Council member, one member of the County Commission, one representative from Castle Valley, and two additional community members who are recommended by the Board and appointed by the County Commission.

Key Responsibilities of the Executive Director

Policy Development – The Executive Director, under the direction of the Board, will lead efforts to develop, revise, and implement policies, workflows, and programs to ensure the execution of CSWA mission and objectives.

Financial Oversight – In cooperation with the Office Manager, the Executive Director prepares, presents, and administers the annual budget and fee schedules. Monitors financial conditions and recommends strategies and adjustments to the financial plan as needed.

Organizational Leadership and Supervision - The Executive Director executes leadership and supervision responsibilities through sound judgment, focusing on quality improvement, managing, and resolving conflict, fostering a culture of accountability, clearly defining responsibilities and expectations, setting goals and coaching, providing motivation and performance feedback, recognizing contributions, and encouraging growth through training and development.

Community Engagement - The Executive Director plays a significant role in leading this highly visible agency and ensuring community engagement. Coordination with the City of Moab and Grand County, communication with citizen groups, and effectively representing CSWA with other governmental agencies is required.

Program Oversight – The Executive Director oversees all activities including facility management, operations, policy development, and implementation. Coordination of all legal matters, and contract negotiations. With the assistance of the leadership team, supports the CSWA Board with all agenda preparation and official records.

Opportunities for the Executive Director

Environmental Leadership: The CSWA mission and the Board support moving towards zero waste. The City of Moab, CSWA's largest customer, has aggressive sustainability goals, and the District can be a lead player in helping the city and the community meet those goals. The Executive Director can establish leadership by providing a data-driven approach to improved packaging recycling practices and performance, expanding organics diversion and reuse, developing additional waste diversion programs, and enhancing CSWA education on these as well as broader materials choice and management issues.

Local Government: The Executive Director will work to collaborate with the Board and stakeholders including the City of Moab, Grand County, and other community members to provide high-quality, needed services that support the mission of CSWA.

Financial and Funding: Recognizing the pressures on CSWA to support and expand existing services and develop new ones amidst inflationary pressures, the Executive Director will assess the District's funding and revenue to ensure the stability of funding sources, and enhance program efficiencies.

The Ideal Candidate

This position will offer an incredible leadership opportunity where the application of industry knowledge, leadership skills, emotional intelligence, building strong relationships, and navigating complex situations will result in success. Successful candidates will have a strong and varied background in support of policy development, experience working with elected and appointed board members as well as engaging with multiple, highly functioning local government agencies. The new

Executive Director will have the opportunity to work alongside a professional staff that is committed to success and the equitable management of a District where there is a high demand for labor and housing with a limited supply. The right candidate will find making direct contributions that impact the quality of life for many individuals to be highly rewarding.

Key Qualifications:

- Strong knowledge of local government, business, and management principles including strategic planning, resource allocation, leadership, and supervision of staff.
- Knowledge of financial best practices including budgeting and financial management, understanding trends, economic stressors, and the assessment of impacts on operations.
- An open, approachable communication style that fosters enthusiasm and creativity; an individual who is comfortable educating and informing elected and appointed officials, the community, and employees.
- Ability to manage a fast-paced environment while achieving the strategic objectives of CSWA and supporting the Board, residents, and staff.

The Ideal Candidate Will Be:

- Experienced in the Waste Management or Solid Waste Industry
- Pragmatic and collaborative in their leadership style.
- An experienced communicator who commands well-developed interpersonal and oral/written skills
- An ethical individual that shows empathy and support of others in the organization and communicates effectively with all stakeholders in the community.
- An enthusiastic personality that can readily use their skill set to establish a well-coordinated work environment.

Salary and Benefits

CSWA is offering a salary range of \$95,000 – \$155,000 for this position, dependent on qualifications and experience. The organization also provides generous and comprehensive benefits, including medical, dental, vision, and life insurance, Health Savings Account (HSA) options with employer match, paid holidays, vacation and sick time, Utah Retirement System benefits including a pension/401k, and a professional development reimbursement.

How to Apply

To apply for this exciting opportunity, please provide your resume and letter of intent, salary expectations, and three professional references electronically to leanne@swssd1.org. *The deadline to apply is July 10, 2022.*

For additional information please contact HR Specialist Leanne Crowe, at (970)319-7057 or at leanne@swssd1.org or Office Manager LJ Blackburn at (435)259-6314 or at lblackburn@swssd1.org.

CSWA is an Equal Opportunity Employer. A complete Job Description can be obtained at the District website <https://swssd1.org/careers/>.

