



Virgin Islands Waste Management Authority

Job Vacancy Announcement

Executive Director

SALARY RANGE: \$110,000.00 to \$150,000.00

DEADLINE: October 7, 2018

CONTRACT COMMITMENT - Minimum of three (3) years

The Executive Director will lead, direct, and oversee all aspects of the Authority to meet goals and objectives established by the Board of Directors. The Executive Director is responsible for providing efficient solid waste and wastewater management for St. Thomas, St. Croix, St. John and Water Island; maintaining the financial integrity of the Authority; and achieving compliance with local and federal environmental and safety requirements. The Executive Director works to make the Virgin Islands Waste Management Authority a model authority for the Caribbean.

DUTIES AND RESPONSIBILITIES:

Include the following (with other duties as assigned):

- Plans, leads and controls all aspects of the daily operations of the Authority through the executive staff and other employees.
- Keeps the Board of Directors informed of all significant activities and implements the Board's policies and objectives.
- Establishes the strategic direction of the Authority in coordination and subject to the approval of the Board of Directors.
- Establishes policies, procedures and operating and customer-services objectives for the Authority in coordination with the Board of Directors.
- Leads efforts in source-separation, recycling and composting initiatives to develop zero-waste operations.
- Creates a team-based culture within the Authority characterized by teamwork, cooperation and good communications.
- Is responsible for the long-range strategic plan for the Authority, the annual operating budget and 10-year capital investment plan.



- Establishes a culture of continuous improvement of all activities and processes focused on increasing the efficiency of the Authority's services while concurrently reducing costs and cycle time.
- Periodically reviews operating results versus performance objectives and takes action to address unsatisfactory results.
- Directly manages executives and establishes measurable objectives, performance measures and customer-service requirements for each executive.
- Ensures that the Authority is compliant with federal statutes, decrees, orders, regulations, and imposed timelines.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in Engineering or a master's degree in Management, Science or Business Administration.
- Education should be supplemented by a minimum of ten (10) years of relevant wastewater and solid waste experience, including at least two (2) to four (4) years of experience as an executive for an authority, business, utility or a government agency.
- Professional Engineer license and membership in technical and/or professional groups are assets. Three (3) to five (5) professional references are required.

If a candidate who applied for the position previously wishes to be reconsidered, the candidate must resubmit a resume and a letter of interest.

For the complete job description and for information about V.I. Waste Management Authority, please visit www.viwma.org.

All qualified candidates must apply by October 7, 2018

Please submit a letter of interest and resume by mail to:

Virgin Islands Waste Management Authority

Board of Directors

Attention: Gwendolyn A. Kelly, Special Assistant to the Board

3200 Estate Demarara

St. Thomas, USVI 00803

OR

email to gkelly@viwma.org

Virgin Islands Waste Management Authority is an Equal Opportunity Employer