

M.e.t. Job Description

June 28, 2020

JOB TITLE: Executive Director
REPORTS TO: Board of Trustees
FLSA STATUS: Exempt

SUMMARY

Manages and directs the organization toward its primary objectives by performing the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Oversees the operation of member government's/beneficiaries' recycling depots, baling centers and special collection events.
- Establishes current and long-range objectives, plans, and policies, subject to approval by the Board of Trustees.
- Dispenses advice, guidance, direction, and authorization to carry out major plans and procedures, consistent with established policies and Board approval.
- Prepares and administers an annual budget for the Trust.
- Oversees the adequacy and soundness of the organization's financial structure and takes actions to maintain strong financial status with board oversight.
- Negotiates, reviews, and executes contracts with public and private organizations.
- Reviews organization's operating results as compared to board established objectives; adjusts operations as needed to meet objectives.
- Serves as the communication liaison with the Board of Trustees.
- Establishes and maintains an effective system of communications throughout the organization.
- Engages in fundraising activities, including writing grants, and represents the organization with major funders and the public by providing environmental speeches and presentations to agencies, colleges, civic groups, media, and schools.
- Reports to Friends of The M.e.t. Inc. a 501(c)(3) non-profit corporation and acts as their primary spokesperson to support their mission to help fund The M.e.t.'s budget primarily through education and events.
- Serves as regional spokesperson for issues of environmental concerns.
- Keeps apprised of solid waste industry changes and citizen/community interests; aligns operations to best support the changing environment.
- Engages in internal and external customer service, obtaining first-hand customer information and using it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

SUPERVISORY RESPONSIBILITIES

Manages M.e.t., through subordinate administrators. Is responsible for the overall direction, coordination, and evaluation of administrators. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience with local governments, non-profits, and fundraising.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Oklahoma driver's license. Current vehicle insurance verification

SKILLS/KNOWLEDGE:

- Communication skills across multi media
- Computer skills
- Problem-solving skills
- Organizational skills including organizing, time management, recording, reporting
- Planning abilities, both tactical and strategic
- Advanced innovative skills along with implementation competency

PHYSICAL REQUIREMENTS:

- Primarily sedentary work with standing approximately 15% of the time and walking 15% of the time and periodic lifting, carrying and pushing of up to 50 lbs.
- Operate routine office equipment including telephone, copier, facsimile, and calculator.
- Capable of ordinary communicating, including hearing and seeing a majority of the time.
- Routinely perform work on computer for an average of 4-6 hours per day.
- Work extended hours whenever required or requested by the Board of Trustees.
- Travel domestically (both as driver and passenger) by automobile, commercial airlines, and public transportation.
- Capable of regular, reliable and timely attendance.

WORK ENVIRONMENT:

- Work performed primarily indoors in climate-controlled private office environment.
- Nights and weekends as needed for public meetings and events.
- Maintains flexible schedule as required to meet objectives.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.