

# MUNICIPAL REVIEW COMMITTEE, INC.

## POSITION DESCRIPTION

**POSITION:** Executive Director  
**DATE IMPLEMENTED:** 4/4/19

POSITION OVERVIEW: The Municipal Review Committee, Inc. (MRC) is a Maine non-profit corporation with a mission of ensuring affordable, long-term and environmentally sound disposal of municipal solid waste (MSW) on behalf of its membership comprised of approximately 115 Maine communities. The MRC is governed by a volunteer Board comprised of nine directors elected at-large to three-year terms by the membership. The Executive Director for the MRC is responsible for the planning, directing, and oversight of the operations of MRC including: relations with Board and MRC members, administration of complex contracts, general organization administration (e.g. bill paying, record keeping, file management) and financial processes (e.g. audits, dues, and budgeting), contractor oversight, event and crisis management, relations with waste management partners and regulatory agencies, and management and monitoring of the relationship with the privately owned and operated Hampden mixed waste processing facility using Fiberright technology and other assets of the MRC, including \$12 million in operating and reserve funds.

### DUTIES:

#### ***Managing Relationships***

- The Executive Director will be responsible for frequent and thorough communication with the MRC Board President and members, keeping them abreast of the status of projects, membership, new information, financial/budgeting matters, and any other information that is affecting the organization. The Executive Director will prepare the agenda and packets for all Board meetings.
- The Executive Director will be responsible for frequent and thorough communication with MRC members regarding projects, waste management options and processes, and any other changes as impacting the membership. The Executive Director will work to maintain and grow membership within boundaries established by the Board.
- The Executive Director will be responsible for communicating with contractors (e.g. attorneys, waste management experts) regarding assignments, as prescribed by the Board, and overseeing the work of contractors/consultants.
- The Executive Director will maintain communication and positive working relationships with third party (e.g. Coastal Resources of Maine, LLC, and Casella Waste Management, Inc.) and governmental entities (e.g. Maine Department of Environmental Protection, County officials, Maine State Legislature, Joint Committee on Environment and Natural Resources).
- The Executive Director will be responsible, with the assistance of contract staff, to negotiate all related agreements with members and third party partners.

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***Operations***

- The Executive Director will manage the relationship with the privately-owned and operated Hampden mixed waste processing facility using Fiberright technology, which is located on land leased from the MRC, and which accepts and processes MSW from MRC members.
- The Executive Director will oversee MRC's role as landlord of the new advanced waste processing and recycling facility in Hampden, Maine. This includes ensuring compliance with terms of the land lease, ensuring appropriate access and utilities are in place, hosting events for membership and community relations at the facility, and the timely addressing of other issues that may arise.
- The Executive Director will manage MRC assets, including the Hampden site and related infrastructure and \$12 million in operating and reserve funds.
- The Executive Director will be responsible for MRC administration, including, but not limited to bill paying, membership management, record keeping, and contractor oversight.
- The Executive Director must be able to respond effectively in a crisis, keeping the Board and membership apprised, and devising cost effective solutions.
- The Executive Director must be able to comply with any auditing processes and take necessary action to produce a positive audit outcome.
- The Executive Director must be effective in planning and coordination/facilitation of Board-approved plans, including those for long-range implementation, crisis management, and maintenance.
- The Executive Director will be responsible for carrying out objectives as prescribed by the Board. If roadblocks emerge to the fulfillment of objectives, the Executive Director will communicate with the Board/Board President regarding options for next steps and to receive guidance before taking action.
- The Executive Director must be able to provide periodic and requested reports regarding waste management efforts, including measurements of waste processed, and in accordance with federal, state, and local requirements. The Executive Director must also be able to understand and explain reports and be able to effectively answer questions regarding reporting.
- The Executive Director will represent the MRC in a professional and positive manner at all times and with a variety of entities. The Executive Director will understand they are the face of the organization, carrying out the wishes of the Board and membership, and shall refrain from behavior contradictory to this purpose.

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- The Executive Director will manage any MRC events including space and guest arrangements, agendas/schedules, and advertising/media relations.

#### ***Asset Management***

- The Executive Director will oversee the collection, distribution, and payment systems for all MRC functions.
- The Executive Director must be familiar with all disclosure and bond-related obligations, interim waste supply agreements, and site lease obligations, and ensure all obligations and agreement stipulations are being met timely and without default.
- The Executive Director must be able to coordinate all activities between MRC membership, waste haulers, waste management service providers, and facilities.

#### ***Other Duties as Assigned***

Performs related duties as assigned by the MRC Board.

#### **JOB REQUIREMENTS:**

- Working knowledge of waste management operations and market, and state and federal regulations pertaining to waste management, including formal training and related experience.
- Ability to translate and effectively communicate information to individuals with varied knowledge of solid waste, which may involve a public speaking environment. Types of individuals include: board members, municipal partners, haulers, collection site, and consultants.
- Ability to engage in dialogue and/or negotiation with municipalities, membership, waste disposal businesses, legislative and governmental contacts regarding matters that may be stressful or difficult to discuss.
- Ability to actively engage members and other key stakeholder through education and outreach thus reinforcing and growing MRC's reputation and status as a leader in solid waste matters.
- Individual needs to be able to manage multiple productive relationships. Example - needs to be able to maintain municipal and solid waste district membership with the MRC through communication of what the MRC is working to accomplish for them and the value added.
- Possess the skills to effectively market the value and customer service of the MRC.
- Understand, interpret and administer the complex contracts that underpin the MRC's rights and obligations to its members and to Coastal.

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- Ability to exercise judgment and provide relevant data to board members. This data should be used to educate and guide the board in the decision making process.
- Independent worker that must be self-motivated not only to accomplish daily, weekly, monthly tasks but also to anticipate future needs of municipal solid waste and provide guidance to the board.
- Individual should have a good grasp of or ability to quickly get up to speed on government processes; including Legislative, Municipal Ordinances, State and Federal Law as it relates to solid waste.
- Ability to successfully oversee and direct all aspects of organization operations, including ability to review and understand blueprints and specifications, plan, prepare and administer budgets, direct personnel, and effectively communicate with the Board, membership, and regulatory entities.
- Build and maintain a records management system.
- Practical understanding of construction procedures and practices and ability to recommend and implement capital improvements.
- Possession of a four-year degree and experience in municipal government at a management level preferred.
- Possess working knowledge of current office technologies to further MRCs mission. This may include Microsoft Office products (e.g. Outlook, Word, Excel, PowerPoint), social media platforms (such as Facebook, Instagram, and Twitter), and management of electronic records including the operation of scanning devices and electronic filing systems.

ACCOUNTABILITY:

The Executive Director position performs a wide variety of duties which are both broad in scope and involve the consideration of numerous variables of varied complexity and importance to MRC operations. Independent judgment is needed in selecting the most pertinent guidelines and in adapting procedures to meet situational demands.

This position is responsible for the supervision of contractors, and operates under a wide variety of regulations, membership requests, and Board directives, making authoritative decisions and implementing general policies. Work is directed and monitored by the MRC board for attainment of objectives.

WORK ENVIRONMENT:

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This position will work in an office environment, but will need to be able to often travel to meetings with membership, the Board, and federal, state, and local regulatory entities. This position may also need to be outside or in waste management facilities and be able to travel throughout the waste management area/facility to view and manage operations. This may include wearing safety gear, climbing on ladders or uneven terrain, and being in areas with odors. Work hours (including travel) may vary and may change with short notice.