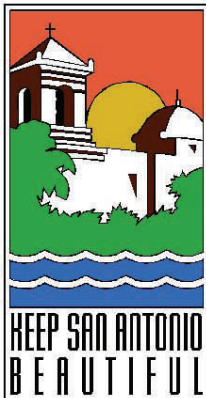




The City of San Antonio

Seeks a forward-thinking, energetic, and experienced professional for a position as...



Assistant Director, Solid Waste Management Department

The Community

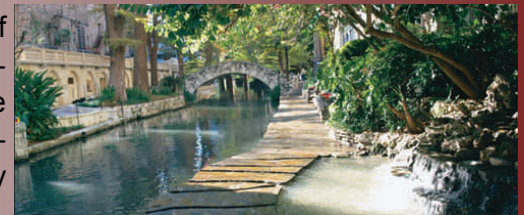
Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.



The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5-mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.



Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the four-time National Basketball Association Champions.

Educationally, there are 16 independent school districts that serve the San Antonio area. San Antonio is also the home of various post-secondary institutions including: the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Colleges (with five campuses).



The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager, who appoints and removes all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 33 Department Directors, two Deputy City Managers, and five Assistant City Managers. There are over 12,000 City employees.

The Department

The Solid Waste Management Department (SWMD) consists of 485 professional employees, providing service to approximately 340,000 single-family residential customers. Services provided include weekly garbage and recycling collection, yard waste (on call), dead animal collection and bi-annual collection of residential brush and bulky items. SWMD also manages 13 closed landfills, a brush-recycling center and household hazardous waste collection centers.

SWMD recently completed a three-and-one-half year conversion from manual garbage and recycling collection to automated collection. This two-cart fully automated collection program improved residential recycling rates by making the program easier to understand and more convenient. Since the beginning of the automated conversion program in 2006, recycling has more than tripled, from 22,000 tons to 86,000 tons in 2010.

In addition to operational duties, City Council recently adopted the City's 10 Year Recycling and Resource Recovery Plan for Residential and Commercial Recycling Services, "Creating a Pathway to Zero Waste". The 10 Year Plan outlines additional citywide recycling initiatives, including multi-family and commercial recycling and yard waste recycling. The strategic goals of the 10 Year Plan are to ensure that all single-family and multi-family residents have access to convenient recycling programs, to improve recycling opportunities for businesses and to recycle 60% of all material collected by the Solid Waste Management Department by 2020. Currently, SWMD recycles 18% of waste collected.



Position Overview

The Assistant Solid Waste Management Director position is responsible for planning, directing, managing, and overseeing the activities and operations of the Solid Waste Management Department including solid waste collection, disposal operations, and environmental services. This position will coordinate assigned activities with other City departments and outside agencies and provide highly responsible and complex administrative support to the City Manager's Office.

Additionally, the Assistant Solid Waste Management Director will:

- Assist in assuming full management responsibility for all department services and activities, including solid waste collection, disposal operations, and environmental services; and recommends and administers policies and procedures
- Assist in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; and allocate resources accordingly
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems and internal reporting relationships; and identify opportunities for improvement, and direct the implementation of changes
- Assist in acting as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explain, justify, and defend department programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues
- Assist in managing and participating in the development and administration of the department budget; estimate funds needed for staffing, equipment, and supplies; direct the monitoring and approval of expenditures; and direct the preparation and implementation of budgetary adjustments as necessary
- Assist in providing staff support to a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of public works
- Assist in meeting with State and Federal representatives to ensure compliance with regulations and codes related to assigned functional areas; and resolves situations characterized by non-compliance

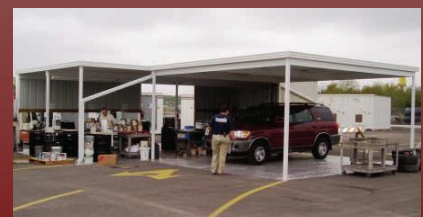
The Ideal Candidate

Will be:

- A skilled leader and manager with a proven track record of motivating and developing staff
- Politically astute with the ability to communicate with staff, contractors, and elected officials
- A strong multi-tasker with the ability to analyze situations quickly and objectively in order to determine proper course of action or alternatives
- A results-oriented, forward-thinking leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers

Must have:

- Advanced knowledge and experience in the operational characteristics, services, and activities of solid waste collection, disposal operations, and environmental services
- Demonstrated the ability to train and coach future Solid Waste Leaders on the performance of their assigned duties



Education and Experience

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with preferable coursework in Business Administration, Public Administration, or a related field. Five years of increasingly responsible professional experience related to solid waste and environmental services, including three years of administrative and supervisory responsibility.



To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

Filing Deadline: Open until filled

**The first review of resumes will be:
July 23, 2010**

Following the first review date, resúmes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio Executive Recruiter.

For additional information please contact:

Tim Harding, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-0632

References will not be contacted until the very end of the process and, at that time, will be done so in close coordination with the selected candidate.

Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.

Compensation & Benefits

The salary for an Assistant Director ranges up to the mid-\$100k. Offered salary and placement within the range will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

- **Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.
- **Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.
- **Health Care** – The City offers four health care plan options consisting of three Preferred Provider Organization (PPO) medical plans and an Exclusive Provider Organization (EPO) plan, which offers employees a choice of deductible, co-insurance and co-payment levels.
- **Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.
- **Holidays** – 13 Holidays (12 scheduled and one floating holiday).
- **Executive Car Allowance** – Executives receive a monthly car allowance of \$500.
- **Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.
- **Leave/Vacation** – City Employees receive Annual and Personal leave; accrual based on seniority.

