

Director of Environmental Affairs Department

Jefferson Parish, Louisiana, which is located in the culturally rich New Orleans Metropolitan area with a population of approximately 450,000 residents is seeking a dynamic, highly motivated leader who can work effectively and collaboratively with the Parish Administration, Public Works Departments, consultants, as well as other governmental agencies and Local, State and Federal public officials. The Department of Environmental Affairs is tasked with the delivery of critical public services to residents including garbage and recycling collection, management of Parish owned landfill with gas collection system, a mosquito control program, and a rodent control program. The Department manages the Parish's MS4 permit; manages the pretreatment program; assists other departments with permitting and compliance with local, state and federal environmental regulations; oversees household hazardous waste collection programs, municipal waste diversion and litter abatement; enforces local environmental codes for the storage and collection of solid waste, mosquito breeding and illegal dumping; and maintains the Keep Louisiana/Keep America Beautiful programs. The Director oversees approximately 25 employees and an annual operating budget of approximately \$43 million.

The Director's duties and responsibilities include management and operation of landfill with gas collection system, and includes, but is not limited to the following:

- (1) Provide policy development and management guidance in the area of environmental services, solid waste management, and mosquito control;
- (2) Evaluate department operations and report to the parish president and parish council on departmental performance on a regular basis and counsel with the parish president and parish council on policy decisions affecting the department;
- (3) Be responsible for capital facilities planning;
- (4) Direct administrative and field staff;
- (5) Direct the department in formulating and evaluating operating policies, programs and procedures;
- (6) Prepare reports on departmental operations evaluating performance against established objectives, and special reports on operating problems or plans as required;
- (7) Coordinate budget formulation activities in the department;
- (8) Coordinate, plan, and monitor all aspects of mosquito control, and solid waste management in the parish, including the administration and monitoring of all contracts relating to mosquito control, solid waste collection and disposal;
- (9) Assist all parish departments with the preparation and submittal of all federal and state environmental permits for parish projects; and
- (10) Assist the parish relative to all environmental issues and grant programs as directed by the parish president;

MISCELLANEOUS INFORMATION

There shall be a Director of Environmental Affairs who shall be appointed by the Parish President with the approval of the Council. The individual selected for this position will be required to report to duty during emergency situations. The position is considered unclassified, limited-tenure, at-will employment. The individual selected for this position will be subject to a background check and will be required to submit a financial disclosure statement annually.

SALARY RANGE

Jefferson Parish offers competitive salaries, excellent fringe benefits and a generous retirement package. The salary range for the position is \$73,134-\$113,454. Starting salary will be commensurate with education and experience.

QUALIFICATION REQUIREMENTS

Preferred Requirements: a bachelor's degree in engineering and registered in the state of Louisiana; or environmental science; or public health; or related field; and should have a minimum of seven (7) years of experience in landfill operations and maintenance

The successful candidate shall possess and maintain a valid Louisiana Driver's License or have the ability to secure one within ten (10) working days of hire.

Interested qualified candidates please forward resume and salary expectation to:

JPHumanResources@jeffparish.net

Attn: Ms. Nicole C. Thompson, Director
Department of Human Resource Management
1221 Elmwood Park Boulevard, Suite 517
Jefferson, LA 70123
Phone - (504) 736-6180
Fax - (504) 736-6125

DEADLINE FOR RECEIPT OF RESUMES TO BE CONSIDERED:
April 20, 2020

For additional information about Jefferson Parish, tour the Parish's website at www.jeffparish.net.

Jefferson Parish is an Equal Opportunity Employer.