



Peckham & McKenney
“All about fit”



Executive Director
SAN LUIS OBISPO INTEGRATED WASTE
MANAGEMENT AUTHORITY, CALIFORNIA

THE COMMUNITY

San Luis Obispo County (SLO County) is situated on the Pacific Coast, approximately midway between the metropolitan regions of Los Angeles and San Francisco. Covering roughly 3,300 square miles, SLO County is bordered by Monterey County to the north, Kern County to the east, Santa Barbara County to the south, and features 100 miles of Pacific coastline to the west.

The County is a cherished destination along the Central Coast. With a mild, Mediterranean climate, sun-drenched beaches, majestic vineyards, and charming communities, SLO County offers a year-around haven for adventure, rejuvenation, and memorial experiences. Enjoy locally sponsored events and festivals, miles of hiking trails, surfing, fishing, golfing, mountain biking and cycling, ATVs and off-roading, horseback riding, and even ziplining! The County is home to prominent educational institutions such as California Polytechnic State University and Cuesta Community College, which attract students globally and provide a diverse array of educational and cultural opportunities. Major U.S. highways, regional airports, railroad stations, and the Port of San Luis ensure the area is accessible by land, air, and water.

THE ORGANIZATION

Formed in 1994, the San Luis Obispo County Integrated Waste Management



Authority (IWMA) is a government entity formed as a Joint Powers Authority and governed by an 9-person Board of elected officials from the cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo, one member representing the twelve (12) Community Services Districts, and the County of San Luis Obispo. The Community Services Districts include Avila Beach, California Valley, Cambria, Cayucos, Ground Squirrel Hollow, Heritage Ranch, Los Osos, Nipomo, Oceano, San Miguel, San Simeon, and Templeton.

The mission of the IWMA is to provide coordinated efforts to comply with state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support. The IWMA has six staff positions in addition to the Executive Director: Deputy Director, Program Manager, Administrative Analyst, Clerk of the Board, Management Analyst, and a Program Coordinator. The IWMA's FY 2024/2025 operating budget is \$4.2 million.

The IWMA maintains a strong working relationship with industry stakeholders at the local, regional, and state level, including CalRecycle and the local Certified Unified Program Agency (CUPA) through transparency, accountability, and cooperation. These values are the foundation of the Authority's success in keeping our participating jurisdictions in compliance with State regulations and being a leader for other agencies to follow.

The purpose of the IWMA is to connect the participating jurisdictions and the San Luis Obispo County community to waste solutions. In addition to enhancing the SB 1383 education and outreach programs, the IWMA is beginning to tackle and navigate the most aggressive Extended Producer Responsibility law in the nation, SB 54, the Plastic Pollution Prevention and Packing Producer Responsibility Act.

Current priorities include working with the Board to update the strategic plan; addressing the IWMA's fiscal surplus; stabilizing the Authority's staffing; and expanding and enhancing the IWMA's community education and outreach programs.

The IWMA has embarked on an education and outreach program that is aimed at building trust in the recycling and composting process by demystifying what happens after recyclables and organics are placed into curbside collection containers. This campaign will stress the importance of complying with SB 1383, the State law that addresses climate change, and the impacts of organics going to the landfill. By adding the human element and showing the positive impacts of building a circular economy, the IWMA hopes to increase public awareness and brand identity. This campaign will be the cornerstone of the Authority's outreach efforts for the foreseeable future.

To learn more about the IWMA, please visit <https://www.iwma.com/>.



THE POSITION

The Executive Director is the Chief Administrative Officer in charge of the administrative, legal, engineering, operations, and financial activities of the Authority. She/he represents and executes the Board's policies and programs with employees, community organizations, and the general public and reviews budget requests and



make recommendations to the Board on final expenditures. The Executive Director is responsible for employer-employee relations and the development, maintenance, and improvement of Authority facilities and services.

THE IDEAL CANDIDATE

The Executive Director must show the ability to plan, organize, direct, communicate, coordinate, and supervise the functions and activities of the organization to achieve efficient operations and meet state mandated goals. The Executive Director must also have a basic knowledge of State of California solid waste laws, rules, ordinances and legislative process controlling the solid waste management industry including household hazardous waste and universal waste management. Additionally, the Executive Director must have a demonstrated record of being able to:

- Exercise leadership, authority, and management tactfully and effectively. Prepare and administer Authority budgeting and fiscal control processes.
- Effectively organize and carry out public and media relations.

- Coordinate the preparation of Board agendas. Administer personnel and employer-employee relations programs.
- Oversee the development and improvement of Authority facilities and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent and implement Authority policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships.

Additionally, the ideal candidate will possess the following attributes:

- Experienced California public agency manager who is familiar with public agency operations and knowledgeable about relevant public sector laws, such as the Brown Act, Public Records Act, and Administrative Procedures Act;
- Develop and maintain the unwavering trust of the Board of Directors by being fair, impartial, candid, transparent, strategic, and responsive while implementing Board policy direction; and working to build consensus with individuals with differing personalities and perspectives;
- An astute and apolitical team builder, partner, and facilitator in working with elected and appointed officials, staff, JPA partners, the public, and other stakeholders;
- A skilled and proactive communicator with outstanding listening skills, excellent verbal and written communication skills, and the ability to build relationships and diplomatically engage in difficult

conversations;

- Fair, inclusive, and team-oriented; able to effectively supervise, mentor, and lead the Authority staff with a personal growth mindset and an eye towards developing staff;
- Analytical, fiscally astute and responsible, and experienced in working with grants, budgets, audits, fund accounting, financial reporting, and financial planning;
- Honest and straightforward; collaborative and works to build consensus; trustworthy, respectful, ethical, and applying a high standard of integrity and professionalism to decision making and recommendations;
- Socially and emotionally aware, confident, humble, non-judgmental, resilient, thick-skinned, and able to stay above the fray;
- A hands-on leader who is a quick learner, detail oriented, and an effective delegator who will hold self and staff accountable;
- Experience working with the State and interpreting and implementing State law; knowledgeable about solid waste and recycling programs and State law governing those programs, including AB 939, SB 1383, AB 1234, and SB 54;
- Ability to effectively interact with elected officials and staff at various levels of government, including Special District, City, County, State, and Federal agencies, to achieve Authority objectives;
- Innovative, visionary, and forward thinking with strong problem-solving and decision-making skills; able to interpret complex situations and come up with meaningful solutions; and
- Passion for the public service and the mission of the Authority.



EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that clearly demonstrates possession of the knowledge and abilities listed for the position. This may include significant coursework or graduation from an accredited college or university with a focus in business administration, public administration, marketing, environmental studies, or a related field and five years of professional experience with recycling or solid waste management, including at least four years of experience with administrative and supervisory responsibilities for marketing and/or public information, program planning and administration, and staff supervision.

COMPENSATION & BENEFITS

The San Luis Obispo County Integrated Waste Management Authority offers an attractive compensation and benefits program. The salary range for this position is \$190,000 - \$210,000 annually plus benefits DOQ. In addition, the Authority offers an attractive benefit package, which is negotiable.

RETIREMENT: The IWMA is not a PERS contracted agency.

- Defined Contribution Plan 401(a): The Authority will contribute 19.53% of compensation to the plan.



SEARCH SCHEDULE

Filing Deadline:April 11, 2025
Preliminary Interviews (telephonic):April 16 & 17, 2025
Recommendation to Authority:May 1, 2025
Panel Interviews (In-Person):May 15, 2025
Finalist Interviews (In-Person):May 16, 2025

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

- Deferred Compensation 457(b) Plan: Voluntary Employer Match up to IRS determined amount.
- Social Security & Medicare: Employer portion paid by Authority.

HEALTH INSURANCE: The Authority will contribute \$1,897 per month to coverage which is currently provided through SDRMA:

- Medical - Choice of Blue Shield PPO Gold or Silver
- Dental - Delta Dental High
- Vision - Vision Service Plan (VSP)

POST-EMPLOYMENT HEALTHCARE PLAN (PEHP): 2% of base salary.

LIFE INSURANCE & LTD: Voya Basic Life, AD&D, and Long Term Disability

EMPLOYEE ASSISTANCE PROGRAM: Paid by the Authority

PAID LEAVE:

- Vacation leave based on years of service to the IWMA as follows: years 1-4: 10 days/year; years 4-9: 15 days/year; years 9+: 20 days/year;
- Sick Leave: 12 days of sick leave annually;
- Administrative Leave: 40 hours annually; and
- Holiday: Twelve holidays and One Personal Day annually.

CELL PHONE ALLOWANCE: \$90 per month

RELOCATION ALLOWANCE: Negotiable



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and cover letter that specifically addresses your fit with the IWMA through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



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