

Shelby County Recycling District is looking for an Executive Director

Under general supervision, this position develops and manages all programs and activities related to the materials management programs for the Shelby County Recycling District. This includes budget development, the management of contracts and recycling drop-off sites, electronics recycling, and disposal of unused medications.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of federal, state, county, and local health and environmental codes relating to solid waste.
- Knowledge of techniques and methods in the disciplines of environmental sustainability including but not limited to solid waste and recycling collection and disposal operations; and materials, methods, principles, practices and equipment necessary for efficient collection and disposal of refuse or recyclable material.
- Knowledge of principles and practices of public administration, budgeting, and contracts administration.
- Knowledge of research, analysis, and project management methods.
- **Education and Experience:** Bachelor's Degree in Environmental Studies, Public Administration, Business Administration or related field is preferred; four (4) years administrative experience in the field of environmental services; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work as determined by the District.

Salary Range: \$45,000.00 – Max: \$55,000.00

All Resumes must be submitted to:

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McNeely Stephenson
2150 Intelliplex Drive
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Shelbyville, IN 46176
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