

DEPUTY DIRECTOR OF SOLID WASTE LICENSING

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Executive Director and the Westchester County Solid Waste Commission, the incumbent participates in the execution and administration of the policies, regulations, and procedures of the Commission. The incumbent participates in administering and implementing procedures and methods to issue, suspend, modify and revoke licenses and permits as well as develop standards and procedures to conduct background investigations to determine the fitness of principals and employees applying for licenses governed under the County's Solid Waste legislation. Extensive and substantive contact may occur with key industry representatives, local municipal officials, and elected officials. Supervision may be exercised over professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Investigates, prepares for, and conducts hearings in violation proceedings brought against haulers who violate Administrative Law Section 826;

Conducts extensive legal research on highly complex matters in support of the Solid Waste Commission investigations and hearings;

Participates in administering and implementing procedures to issue licenses and permits for the performance of activities performed under the County's Solid Waste legislation;

Participates in administering and implementing procedures and methods to enforce the standards set forth in the County's solid waste legislation;

Participates in administering and implementing procedures and methods to issue, suspend, modify and revoke licenses and registrations issued under the County's solid waste legislation;

Will consult on issues of emergency suspension orders where the Commission has obtained clear and convincing evidence that a serious of adverse impact on the life, health safety or welfare of residents or property;

Confers with officials of the cities, towns and villages in Westchester County, and other agencies, with respect to matters, which affect both the agency and the Solid Waste Commission;

Assists in the preparation of the annual report of Commission activities for submission to the County Executive and the Board of Legislators;

Appears before committees of the Board of Legislators regarding the operations and activities of the Commission on the instruction of the Executive Director;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the New York State laws, rules and regulations affecting the solid waste disposal and recycling industry; good knowledge of the operations, issues and trends confronting the solid waste and recycling industry; good knowledge of the principles and practices of administration, management, and supervision; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to prepare, present and support reports to officials and the public both orally and in writing; ability to establish and maintain effective working relationships; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; initiative; tact, integrity; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Criminal Justice or closely related field and five years of law enforcement experience, three years of which must have been in criminal investigation and analysis and included cases involving the sanitation industry, and three of which must have been at a supervisory level; or (b) graduation from a school of law with an LL.B or J.D.* degree, and four years of experience litigating cases, three years of which must have involved waste management or fraud, and one year of which must have included responsibility for the supervision or training of staff.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.