

PSA DEPUTY DIRECTOR
Pulaski County Public Service Authority

Department: Public Service Authority

Reports to: PSA Executive Director/County Administrator

Supervision Exercised: PSA Refuse, PSA Billing Staff

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Exempt, Full-Time

ESSENTIAL FUNCTIONS: To provide the county citizens and businesses with refuse collection services and support and also provide supervision to the PSA Billing Staff.

RESPONSIBILITIES:

- Directs and supervises the staff of the PSA Refuse Department and PSA Billing office
- Assists with preparation the PSA refuse and billing staff budgets
- Recommends and reviews changes to the annual capital needs budget
- Direct programs that ensure the safe effective operation of the County PSA Fleet
- Direct purchasing of the PSA Refuse Department vehicles, equipment, fuel, cleaning supplies and materials related to the daily operation
- Communicate openly and effectively with citizens, staff and administration as a positive representative of Pulaski County
- Direct programs that provide residents with locations for the disposal of refuse and recyclables

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of refuse operational procedures
- Thorough knowledge of available project funding alternatives
- Ability to work well with independent governmental agencies and officials
- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

ADA REQUIREMENTS: Requires sedentary work involving standing or walking for brief periods, exerting up to 20 pounds of force on a regular basis, and some dexterity in operating machines, tools, or office equipment. The position is exposed to extreme heat/cold, wet or humid conditions, fumes or noxious odors, heights, disease/pathogens, traffic, and

animals/wildlife. The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and sense of smell.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business, education or related field preferred
- Five years supervisory experience in one of the related fields
- Demonstrated ability to work effectively with others

PROFESSIONALISM AND CONFIDENTIALITY:

- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____