



EXECUTIVE STAFF JOB DESCRIPTIONS

EXECUTIVE DIRECTOR

The Executive Director is responsible for all facets of corporation operations, facility direction, and public interface. The Executive Director sets the strategic direction for the corporation and, with subordinate directors, details the tactical plans to carry out the business strategy. This position oversees a budget of \$60 million; trust funds totaling \$120 million; five exempt employees directly and 140+ employees indirectly; and 100+ customers; and is accountable for the financial solvency of the corporation. Develops standards and metrics, and manages performance against the metrics.

CHIEF OPERATING OFFICER

The Chief Operating Officer manages a 1,200 acre site, processing 3,000 tons per day Subtitle D landfill, prepares and implements all plans for facility construction related to site infrastructure. Additionally, this position oversees the daily operations of the landfill, compost, recycling, and public drop-off areas. Directly manages seven exempt employees and indirectly manages 140+ non-exempt employees and approximately 50 pieces of equipment. Develops standards and metrics, and manages performance against the metrics.

DIRECTOR OF ENGINEERING

The Director of Engineering manages a team of engineers, leachate pre-treatment facility operators, engineering consultants, and construction contractors through environmental and construction related activities in support of a 1,200 acre waste management site, from permitting to design and construction, to ensuring compliance with permits and regulations. The Director maintains all environmental compliance programs related to solid waste, surface water, groundwater, air, compost, special waste and other programs. Additionally, this position manages the day-to-day operations of the gas collection system and the Leachate Pre-Treatment Facility. Directly manages three exempt employees and indirectly four non-exempt employees. Develops standards and metrics, and manages performance against the metrics.

DIRECTOR OF POLICY AND PROGRAMS

The Director of Policy and Programs leads the department to increase the level of statewide diversion, re-use, and recycling through educational programs, planning, and program enhancements. The Director maintains and manages all municipal relations, contracts, matching grants, and communications; manages Resource Recovery's external communications including announcements, education, and public awareness; develops and enhances the use of social media to communicate RR's message in this cost-effective medium; develops and advances Resource

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Recovery's legislative activities; and takes the lead role in planning, strategy, development, and implementation as outlined in the Comprehensive Solid Waste Management Plan. This position directly manages three exempt employees and 6 part-time employees indirectly.

CHIEF FINANCIAL OFFICER

The Chief Financial Officer manages the Corporation's financial administration including supervising, coordinating, and reviewing all accounting and fiscal activities, including the financial audit, budget and capital budget process. This position works closely with financial advisors and financial managers to oversee proper administration of the Corporation's 401(a) Profit Sharing Plan and Closure Trust funds, including coordinating and leading meetings with all concerned parties. The CFO oversees the insurance needs and contract management of the Corporation's assets. The CFO is responsible for establishing and maintaining effective internal controls over financial reporting and safeguarding the Corporation's assets. This position also oversees the Corporation's administrative functions, including procurement and human resources.

FINANCE DIRECTOR

The Finance Director is responsible for the effective financial operations of Rhode Island Resource Recovery Corporation. The primary objective of this position is to ensure the financial integrity and soundness of the agency and to ensure that Rhode Island Resource Recovery is prudently managed. The Finance Director works with the department directors and other senior managers on financial and strategic planning, legislative issues and formulating policies. Additionally, this position is responsible for the management of all Rhode Island Resource Recovery's debt, cash and investments, budgetary, accounting, insurance, and other financial matters. The Finance Director also oversees Human Resources as well as Purchasing. This position has five direct reports as well as three indirect reports. The Finance Director reports directly to the CFO.

DIRECTOR OF INFORMATION SYSTEMS AND BUSINESS ANALYSIS

The Director of Information Systems and Business Analysis directs the administration, structure, and implementation of all Corporation Information Systems (IS); provides data driven managerial and strategic analytical support to Corporation departments, managers, directors, and activities. Directly manages one exempt Systems Administrator/Engineer and one non-exempt Department Administrator. Develops standards and metrics, and manages performance against the metrics.