



Housatonic Resources Recovery Authority
Employment Opportunity: Part-Time, Administrative Assistant to the Director
Open Date: November 17, 2017
Filing Deadline: December 8, 2017
Contact: Jennifer Heaton-Jones
Email: jen@hrra.org (No phone calls)

INTRODUCTION TO THE AUTHORITY

HRRRA is a regional governmental waste management authority serving 11 municipalities in Western Connecticut (Bethel, Bridgewater, Brookfield, Danbury, Kent, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Sherman). HRRRA is considered a municipal agency under CGS 7-273aa -7-273oo

HRRRA provides administrative support to the eleven member municipalities to help manage their solid waste and recycling contracts in order to meet local, state and federal laws and sustainability goals set by each municipality and the region. This includes permitting haulers in the HRRRA system, registering haulers on behalf of the municipalities in which they collect, training haulers and helping them train their customers on municipal solid waste and recycling requirements, assisting municipalities with the preparation of annual state recycling reports, staying abreast of the state solid waste management plans, now known as the comprehensive materials management strategy, advocating for practical municipal solutions to solid waste issues with state and federal regulators, helping municipalities to effectively manage their municipal transfer stations, assisting municipalities to provide for environmentally preferable disposal options for household hazardous wastes and more HRRRA also provides extensive recycling public education programs for students in grades K-12 as well as civic organizations.

REPORTING STRUCTURE

The Administrative Assistant reports to the Director as his or her day to day manager and ultimately to the HRRRA Executive Committee, which serves as the Personnel Committee for the Authority.

ESSENTIAL JOB FUNCTIONS

- Respond to phone and email questions from the public and member municipalities regarding solid waste and recycling
- Process all Accounts Payable for the Authority
- Invoice and process all Accounts Receivable for the Authority
- Process bi-monthly payroll and payroll taxes for all HRRRA employees as well as prepare and file quarterly payroll taxes and end of year 1099s and W2s
- Monthly Bank Reconciliations
- Annual Hauler Registrations and Permitting plus process new permits/registrations when trucks are added or a new hauler starts operating in the region
- Track and prepare monthly and quarterly Tonnage Reports for municipal solid waste, single stream recyclables, the regional e-waste program, the mattress stewardship program, the regional textile collection program, and the regional food scrap collection program
- Prepare a draft meeting agenda for every HRRRA meeting whether a regular or special meeting, a negotiating committee meeting, an Executive Committee meeting or a meeting of the Regional Recycling Task force
- Once agenda is approved by the Director, send meeting agendas to the Town Clerks in all member municipalities for posting a week before but no later than 24 hours in advance of each meeting as required by state statute.
- Send entire agenda packets to members of the Authority or RRTF as well as to the agenda distribution list and post the packet on the HRRRA website no less than 24 hours in advance of the meeting.

- Prepare minutes for all the above referenced meetings in accordance with the time requirements in state statutes and post on the HRRRA website
- Monitor HRRRA website for broken links, municipal changes, etc. and update the website as appropriate
- Attend evening meetings in the region as needed and as assigned by the Director
- Assist in the set up and operation of 3-4 regional household hazardous waste collections, which take place on Saturdays between April and November.
- Any other tasks as assigned by the Director.

MINIMUM QUALIFICATIONS

- Proficiency in QuickBooks
- Proficiency in Microsoft Word, Excel, PowerPoint and Access
- Proficiency in Adobe InDesign, Illustrator
- Knowledge of WordPress and ability to become proficient
- Ability to interpret and understand state statutes, municipal ordinances, regulations and other technical information.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Possess effective organizational, time management and problem-solving skills.
- Valid CT Driver's license and use of personal vehicle for HRRRA business when needed
- Ability to lift at least 25 pounds.
- Ability to work with public, private and government agencies and partners in a professional, non-partisan manner as a representative of the organization.
- Ability to comply with state statutes on the posting of agendas, meeting minutes, and freedom of information requirements.
- Ability to move through various recycling and HRRRA facilities throughout CT.
- Must be able to sit, stand, and climb if necessary.
- On occasion must be able to move on dirt, concrete, clay, rough surfaces.
- Ability to maintain the confidentiality of sensitive information.
- Ability to maintain an organized filing system for records.
- Ability to plan, organize, prioritize, and carry out office work with minimal supervision.
- Strong attention to detail.

PREFERRED QUALIFICATIONS

- Experience and familiarity with Solid Waste Management and Recycling, especially in Connecticut
- Experience with municipal government service in Connecticut
- Two years of waste management, recycling or environmental services experience
- Knowledge of materials management principles and of current methods, systems and infrastructure related to waste prevention, reuse, and recycling.

SALARY AND BENEFITS

- The salary range for the position is \$20-\$25 an hour depending upon qualifications
- There are no medical benefits associated with this position.
- Paid time off includes 2 weeks' vacation, 12 paid holidays, 5 paid sick days. *Note: Vacation is earned based upon the completion of the six months probation.*
- A pension of 7.5% of salary is paid quarterly into an employee's personal SEP after set up by the employee. *Note: Pension plan benefits for new employees shall start to accrue the day following the successful completion of their initial 6 month probationary period.*

HOURS OF WORK

The hours of work are 20 hours per week, normally Tuesday through Friday from 9am to 2pm but will fluctuate on meeting weeks, with the approval of the Director. A change of the days and/or hours of work may be discussed with the Director prior to hiring as long as the agreed upon schedule meets the needs of the Authority and the Director. The majority of the position takes place in a normal office environment, in addition the Administrative Assistant will accompany the Director to out of office meetings, workshops and/or transfer station visits.

START DATE

The successful applicant should be able to start immediately, but in no case later than January 15, 2018.

SELECTION PROCESS

The selection process will consist of evaluation of the candidate's education and experience, written, oral, or performance testing, including computer skill testing, and other assessment methods, and two or more interviews. The HRRRA reserves the right to call only the most qualified candidates for an interview.

Interviews will be held as soon as practical after **December 1, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the Authority have been met. Qualified applicants will be notified of the date, time, and place of the interview. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the HRRRA.

APPLICATION PROCEDURE

- Applications and further information can be found at www.hrra.org
- For assistance in completing an application, please email jen@hrra.org. No phone calls please.
- Email resumes to Jen@HRRRA.org
- The HRRRA is located at the Old Town Hall, 162 Whisconier Road, Brookfield CT 06804

The HRRRA is an equal opportunity employer.