

## **The Regional Program**

The Local Hazardous Waste Management Program in King County (LHWMP) is a State mandated (RCW 70.105.210) program designed to manage hazardous waste from households and small businesses. The Program brings together resources from four local government agencies and 37 suburban cities to protect and enhance public and environmental quality by helping citizens, businesses and government reduce the threat posed by the production, use, storage and disposal of hazardous materials. The program is a regional partnership comprising Public Health- Seattle & King County; King County Department of Natural Resources, Water and Land Resources Division; King County Department of Natural Resources, Solid Waste Division, the Suburban Cities Association and the City of Seattle Public Utilities.

The LHWMP was established under a plan that was adopted by all jurisdictions of King County in 1990 and updated in 1997. It provides a wide variety of services to residents and businesses throughout King County with emphasis on reducing the production of hazardous materials, reducing the availability and use of priority materials, reducing public and environmental exposure to the most problematic materials, reducing exposure of vulnerable and traditionally underserved populations, facilitating proper hazardous waste management and being accountable to the public.

The Program has an annual budget of \$14 million. Services are provided by 59 King County employees and 12 City of Seattle employees.

Program oversight is provided by a Management Coordination Committee comprised of senior managers from each of the implementing agencies and an elected official representing the suburban cities. The Management Coordination Committee is supported by a Core 5 Steering

Committee comprised of senior program staff from the four implementing agencies and the suburban cities.

For more information about the program, visit the website at: [www.govlink.org/hazwaste/](http://www.govlink.org/hazwaste/)

## **Program Administrator**

Under the overall direction of the interagency Management Coordination Committee (MCC), the Program Administrator leads the Local Hazardous Waste Management Program's policy, budget, and strategic planning efforts. Oversight responsibilities include ensuring the effective implementation of Program services, activities and policies as approved by the MCC. Other responsibilities include leading and coordinating:

- Interagency, inter-jurisdictional, multidisciplinary Program activities.
- Interagency policy analysis and development.
- Creation and presentation of complex reports.
- Financial management including fee adjustments.
- Legislative analysis and strategy development.
- Program evaluation.
- Short-term and long-term planning.
- Media communications.
- Strategic outreach to federal state and local government managers as well as elected officials.

While this position will operate under the personnel system of the City of Seattle, it will function as a regional, multi-agency coordinator, reporting to the five person MCC. Office location will be, at least initially, shared with King County Water and Land Resources Division at 150 Nickerson Street in Seattle.

This position is assisted by a policy analyst/strategic advisor who is co-located with the Program Administrator.

## **Qualifications:**

**The Ideal Candidate** will have a strong combination of education and experience in the following areas:

- Equivalent of a baccalaureate degree in public or business administration, environmental science/health or related discipline.
- Five years of progressively responsible experience in a city, county, regional, state or federal government administration or in a large complex organization.
- Ability to work in a politically sensitive environment that requires managing multiple projects and tasks simultaneously.
- Matrix management, financial stewardship and the ability to lead and coordinate the work of a multi-disciplinary staff.
- Familiarity with federal, state and local environmental agencies.
- Experience/familiarity with hazardous waste management desirable

## **Compensation**

The position's annual salary is \$78,947 - \$130,249 and is eligible for an annual bonus under the Variable Pay for Performance Program. Washington State has no personal State income tax. This is an exempt position. The appointee is not covered by the City's merit/civil service system.

### **Comprehensive Benefits**

The City offers a comprehensive and generous benefits package which exceeds 30% of base salary. Benefits include:

- A retirement plan (most employees contribute 8.03% of their salary and the City 8.03%).
- Partially paid choice of four health and two dental plans covering employee, spouse/domestic partner, and dependents.
- Deferred compensation (employees can contribute up to \$15,500 non-taxed dollars annually).
- Dependent care assistance (employees can pay these costs with non-taxed dollars up to \$5,000 annually).
- Long-term disability plan and optional life insurance.
- Accident insurance.
- Employee assistance program.
- Sick child daycare programs.
- Hometown Home Loans.
- Paid vacation and sick leave.
- Twelve paid holidays yearly.

### **Selection Process:**

The final filing deadline is Tuesday, November 20, 2007.

To be considered for this position, please submit an application packet that consists of the following:

- A. A cover letter that addresses how your qualifications relate to the required qualifications specified in this brochure.

**Refer to Job 120-07.**

- B. A resume showing employment history in reverse chronological order (no more than 3 pages).

### **Submit cover letter and resume to:**

E-mail as text or Word document to:

[Donna.Newson@Seattle.gov](mailto:Donna.Newson@Seattle.gov)

Or

Donna Newson  
Seattle Public Utilities  
700 Fifth Avenue, Suite 4900  
P.O. Box 34018  
Seattle, WA 98124-4018

THE CITY IS AN EQUAL OPPORTUNITY  
EMPLOYER THAT VALUES DIVERSITY IN  
THE WORKFORCE

**City of Seattle**



***invites  
applications for***

## **PROGRAM ADMINISTRATOR FOR THE LOCAL HAZARDOUS WASTE MANAGEMENT PROGRAM IN KING COUNTY**

***“We Bring World Class  
Service to our Customers”***