

Date Posted, March 4, 2025 – Position Open Until Filled

Interim Deputy Director (Limited Term – 4 months)

Hourly \$70-\$90 per hour, depending on experience (no benefits other than those required by law)

The San Luis Obispo County Integrated Waste Management Authority is seeking a limited term Interim Deputy Director to assist the agency in its day-to-day operations. This is a limited-term position (four months) where the primary focus will be assisting the Executive Director in ensuring the smooth transition to a new management team. This is a contract position where the primary focus will be providing administrative support to the agency in forwarding its primary mission of keeping the agency's member jurisdictions in compliance with state mandated solid waste regulations.

It is expected the position will require 28-30 hours of work per week. The IWMA maintains an "in-person" work arrangement at the agency's new office at 555 Chorro St.

Typical duties will be assisting the Executive Director:

- Monitor and analyze State Mandated planning requirements and programs.
- Provide Administrative Support to the agency in meeting its day-to-day activities.
 - Review A/P and A/R activities.
 - General Office Operations
- Provide guidance for staff where needed to ensure that goals and objectives are achieved.
- Communicate with Board Members as needed.
- Assist the Executive Director in completing current open projects:
 - Waste Characterization Study
 - Solid Waste Management Fee Rate Study
 - Transition to New Compliance Software Platform

About the Agency: The San Luis Obispo County Integrated Waste Management Authority is Joint Powers Authority formed in 1994 by San Luis Obispo County, the Cities and Community Services Districts to collectively manage state mandated solid waste programs effectively and efficiently. The agency is governed by a nine-member Board of elected officials that represent each of our member jurisdictions. The IWMA represents 20 member jurisdictions and serves a population of 282,000 in meeting the solid waste reporting requirements mandated by CalRecycle and the State of California including AB 939, SB 1383 and their affiliated requirements.