

Director of Environmental Affairs Department

THE COMMUNITY

Jefferson Parish is a diverse community stretching 306 square miles of land from the south shore of Lake Pontchartrain to the beaches of the Gulf of Mexico. With a population of 440,781, it is second largest parish in the State of Louisiana. Jefferson Parish is bisected by the Mississippi River into two parts that are locally termed the East Bank and West Bank. There is something for everyone in Jefferson Parish, from the scenic areas of Grand Isle and Lafitte to the busy city life of areas like the incorporated municipalities of Gretna, Harahan, Kenner and Westwego.

THE ORGANIZATION

Jefferson Parish Government employs approximately 3,000 people, which are the heartbeat of the organization. The Parish President is elected for up to two (2) four-year terms and directs the operations of 41 different departments. Each director is tasked with taking their department “to the next level,” and encouraging their staff to bring forth ideas that make Jefferson Parish Government more innovative, more creative and more efficient. Every member of the Jefferson Parish team is a true public servant and plays a critical role in meeting the needs of the residents we serve and securing the future of our Parish for the good of our citizens and our community. We invite you to learn more about Jefferson Parish at www.JeffParish.net.

THE POSITION

Jefferson Parish is seeking a dynamic, highly motivated leader who can work effectively and collaboratively with the Parish Administration, Public Works Departments, consultants, as well as other governmental agencies and Local, State and Federal public officials. The Department of Environmental Affairs is tasked with the delivery of critical public services to residents including management of the Parish owned landfill with gas collection system, garbage and recycling collection, a mosquito control program, and a rodent control program. The Department has responsibility for post disaster debris removal operations including the mobilization and management of debris removal and monitoring operations and contractors, adhering to guidelines governed by the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) and FEMA, manages the Parish’s MS4 permit and pretreatment program; assists other departments with permitting and compliance with local, state and federal environmental regulations; oversees household hazardous waste collection programs, municipal waste diversion and litter abatement; enforces local environmental codes for the storage and collection of solid waste, mosquito breeding and illegal dumping; and maintains the Keep Louisiana/Keep America Beautiful programs. The Director oversees approximately 25 employees and an annual operating budget of approximately \$43 million.

The Director’s duties and responsibilities include oversight of the contractors engaged in the management and operation of the landfill with gas collection system, and includes, but is not limited to the following:

- (1) Provide policy development, administration and monitoring of all contracts relating to environmental services, solid waste management and disposal, and mosquito control;
- (2) Evaluate department operations and report to the parish president and parish council on departmental performance on a regular basis and counsel with the parish president and parish council on policy decisions affecting the department;
- (3) Be responsible for capital facilities planning;
- (4) Direct administrative and field staff;
- (5) Direct the department in formulating and evaluating operating policies, programs and procedures;
- (6) Prepare reports on departmental operations evaluating performance against established objectives, and special reports on operating problems or plans as required;
- (7) Coordinate budget formulation activities in the department;
- (8) Assist all parish departments with the preparation and submittal of all federal and state environmental permits for parish projects; and
- (9) Assist the parish relative to all environmental issues and grant programs as directed by the parish president;

THE IDEAL CANDIDATE

The ideal candidate is a visionary that thinks out of the box and offers leadership capabilities and a proven track record of successful interactions with members of the public, employees,

directors, and elected officials. Also, the ideal candidate should have a strong foundation in and knowledge of Louisiana and Federal environmental regulations and programs, and preferably at least five (5) years experience in a management setting dealing with the application and compliance of air pollution, water pollution, and waste disposal Federal, State, and Local regulations. Qualified candidates will possess any combination of education and experience which demonstrates the ability to perform the duties as listed herein above. Preferred Requirements include a bachelor's degree in engineering and registered in the state of Louisiana; or environmental science; or public health; or related field; and should have a minimum of five (5) years of experience in landfill operations and maintenance. Additionally, the successful candidate shall possess and maintain a valid Louisiana Driver's License or have the ability to secure one within ten (10) working days of hire.

COMPENSTAION

The annual salary range for the position is **\$79,309 - \$123,034**. Starting salary will be commensurate with education and experience. Executive level employees are eligible to receive a monthly auto and cell allowance of approximately \$800 a month.

Jefferson Parish offers work/life balance and a generous benefits package including:

Health Benefits (medical/dental)- Jefferson Parish offers health insurance benefits and covers up to 81% of the employee premium and 50% of the premium for spouses and dependents.

Voluntary Benefits- Available at employee's cost are a variety of voluntary benefits which include vision insurance, accident insurance, short term disability insurance, cancer insurance, term life insurance, and critical illness insurance.

Retirement Benefits- Jefferson Parish employees are eligible to enroll in the Parochial Employees' Retirement System. This retirement system is a public defined benefit pension plan which provides retirement allowances and other benefits based on an employee's years of service.

MISCELLANEOUS INFORMATION

There shall be a Director of Environmental Affairs who shall be appointed by the Parish President with the approval of the Council. The individual selected for this position will be required to report to duty during emergency situations. The position is considered unclassified, limited-tenure, at-will employment. The individual selected for this position will be subject to a background check and will be required to submit a financial disclosure statement annually.

TO APPLY

Interested qualified candidates please forward resume and salary expectation to:

JPHumanResources@jeffparish.net

Attn: Ms. Nicole C. Thompson, Director
Department of Human Resource Management
1221 Elmwood Park Boulevard, Suite 517
Jefferson, LA 70123
Phone: (504) 736-6180
Fax: (504) 736-6125

The deadline to apply is: Friday, May 24, 2024

Resumes will be screened according to the qualifications outlined above as resumes are submitted. The most qualified candidates will be interviewed.

For additional information about Jefferson Parish, tour the Parish's website at www.jeffparish.net.



Jefferson Parish is an Equal Opportunity Employer.