



Bristol Facility Policy Board

27 West Main Street, Rm. 501
New Britain, CT 06051

(860) 585-0419
info@brrfoc.org

POSTING – OPEN POSITION FOR EXECUTIVE DIRECTOR

Town of Berlin

Town of Branford

City of Bristol

Town of Burlington

Town of Hartland

City of New Britain

Town of Plainville

Town of Plymouth

Town of Prospect

Town of Seymour

Town of Southington

Town of Warren

Town of Washington

Town of Wolcott

SUMMARY	<ul style="list-style-type: none"> Full-time position under general direction of the Executive Committee of the fourteen cities and towns comprising the BRRFOC The position requires establishing relationships with contractors, local and state officials, and member community public works departments
ESSENTIAL DUTIES	<ul style="list-style-type: none"> Prepare agendas, meeting informational documents; prepare Minutes of Public Meetings Prepare budgets, financial reports, and oversee finance activities Forecast revenues and expenses Contract administration requiring an understanding of terms and conditions of agreements between member towns and contractor(s) Prepare Requests for Proposals for services and goods requested by the Board or related to administrative operations Advocacy and government affairs: understanding state and federal laws and regulations applicable to waste management and environmental protection with particular attention to waste management Work with member communities to distribute copies of documents as requested, subject to FOIA Interact with local and state agencies, general understanding of permitting Attend evening meetings and weekend assignments
QUALIFICATIONS	<ul style="list-style-type: none"> Bachelor's Degree in engineering, political science, environmental studies, or finance will be considered, minimum 5 years' experience in related employment
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Valid Motor Vehicle Operator's License and properly registered personal vehicle for work related travel Excellent communication abilities, written and oral Competency with word processing, spreadsheets, presentation tools, email and related electronic communications Ability to use software to analyze data trends Interpersonal skills suitable for communication with a broad spectrum of professions including elected officials, town managers, corporation counsels, public works directors, laborers, citizen groups, contractors' personnel
SALARY & BENEFITS	To be determined based upon the candidate's qualifications and experience
POSITION POSTED	December 18, 2023
APPLICATION DEADLINE	February 20, 2024
EXPRESSION OF INTEREST	Submit to: Bristol Facility Policy Board/BRRFOC c/o Executive Director 27 W. Main St., Rm. 501 Public Works New Britain, CT 06051 info@brrfoc.org