**Coffee County Board of Commissioners**

**JOB OPENING**

**SOLID WASTE DIRECTOR**

**STATUS:** **FULLTIME POSITION**

**WORK SCHEDULE:** **Monday – Friday**

**HOURS:** **8 am – 5 pm**

**JOB SUMMARY:**  **This position will be responsible for overseeing all operations of the Coffee County’s Solid Waste Department, utility billing, property tax sale and day to day operations.**

**Essential Duties:**

* **Trains, assigns, directs, supervises, evaluates and discipline personnel.**
* **Post payments to the system daily**
* **Prepares monthly customer statement billing**
* **Prepares monthly reporting**
* **Manages credit card PCI Compliance each month to maintain compliance**
* **Handle all calls pertaining to software updates for computer system**
* **Handle customer complaints and find resolution**
* **Process delinquent trash bills with DTS system**

**Knowledge Required for Position:**

* **Knowledge of computers and job-related software**
* **Knowledge of credit card system and PCI compliance requirements**
* **Knowledge of customer service principles**
* **Knowledge of accounting principles**
* **Skill in conflict resolution**
* **Skill in oral and written communication**
* **Skill in interpersonal relations**

**Minimum Qualifications:**

* **More than two years of office related experience**
* **More than two years of experience in a supervisory position**
* **More than two years of experience in a financial setting**
* **Bachelor’s degree in business related field, preferred**

**Physical Demands:**

**The work is typically performed at desk while intermittently walking, sitting, standing or stooping.**

**Please submit resumes to Coffee County Board of Commissioners, 101 South Peterson Ave. Douglas, GA 31533. The position will remain open until filled.**

**The deadline to apply for the position is August 23, 2023. EOE**