



EXECUTIVE DIRECTOR



VIRGINIA PENINSULAS
PUBLIC SERVICE AUTHORITY



The Virginia Peninsulas Public Service Authority (VPPSA) is seeking an experienced professional to serve as Executive Director to lead and direct a regional governmental organization that provides a variety of solid waste management services to the cities of Hampton, Poquoson, Williamsburg and the counties of Essex, King and Queen, King William, Mathews, Middlesex, James City and York.

The recruitment profile provides background information on VPPSA, the region that it serves, and its activities. It also outlines the qualifications, experience, and characteristics determined to be necessary and desirable for successful performance as Executive Director.

Qualified candidates are encouraged to submit a cover letter, resume, and professional references to the Berkley Group via email at libby.gooden@bgllc.net. While the position is open until filled, the formal review of applicants will begin August 10, 2026. Inquiries relating to the Executive Director position may be directed to:

Libby Gooden
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ORGANIZATION OVERVIEW

The Virginia Peninsulas Public Service Authority (VPPSA) is a regional governmental organization established to provide solid waste management services to member cities and counties across southeastern Virginia. Operating under service agreements executed between VPPSA and each member jurisdiction, the Authority delivers coordinated, cost-effective environmental services that individual localities would find more difficult and costly to administer independently.

VPPSA is governed by a Board of Directors composed of one representative from each member city and county, appointed by the respective City Council or County Board of Supervisors. Each governing body may also appoint an alternate to represent the jurisdiction in the absence of the primary Board member. Board meetings, including meetings of the Middle Peninsula Transfer System Oversight Committee and the Compost Facility Oversight Committee, are held on a regular schedule and are open to the public.

Administrative operations are managed by a staff of six employees working from the administrative office located in James City County. The Authority also maintains a Field Office and Maintenance Facility in King and Queen County, which serves as the operational base for dispatchers and supervisors overseeing Middle Peninsula operations, and a Compost Facility in York County.

MAJOR SERVICES

VPPSA delivers a comprehensive suite of solid waste management and environmental services across its member jurisdictions. Key services include:

Residential Curbside Recycling

VPPSA operates residential curbside recycling programs in York County, and the cities of Poquoson and Williamsburg, providing convenient recycling collection directly to households.

Transfer Stations & Convenience Centers

VPPSA operates four transfer stations and fifteen convenience centers throughout its five-county Middle Peninsula service region, giving residents and businesses accessible drop-off points for solid waste and recyclable materials.

Household Chemical Collection

The Authority conducts eighteen household chemical collection events annually, accepting a broad range of materials including paints, fuels, solvents, pesticides, and automotive products from residents. Events are held across both the Peninsula and Middle Peninsula service areas.

Composting Operations

The VPPSA Compost Facility, located at 145 Goodwin Neck Road in Yorktown, York County, manages a composting operation that diverts yard waste from the waste stream and produces usable compost product for the region. VPPSA sells mulch in multiple grades and colors.

Full-Range Solid Waste Services (Middle Peninsula)

Residents and businesses in the counties of Essex, Gloucester, King & Queen, King William, Mathews, and Middlesex receive a full range of solid waste services through VPPSA, including transfer station access and convenience center operations.

Specialty Recycling & Diversion Programs

VPPSA also administers programs for tire recycling, scrap metal recycling, cardboard recycling, mixed paper recycling, oil and antifreeze collection, and disaster debris management, reflecting the Authority's commitment to maximizing material diversion and environmental stewardship.

REGIONAL DESCRIPTION

VPPSA operates across two distinct but connected geographic sub-regions of southeastern Virginia: the Virginia Peninsula and the Middle Peninsula.

The Virginia Peninsula

The Virginia Peninsula is a peninsula in southeastern Virginia bounded by the York River to the north, the James River to the south, Hampton Roads at its tip, and the Chesapeake Bay to the east. It is the site of historic Jamestown, founded in 1607 as the first English settlement in North America, and carries deep historical significance as the cradle of American colonial history.

The Peninsula is part of the broader Hampton Roads metropolitan statistical area (MSA), recognized as one of the largest metro areas in the southeastern United States. Hampton Roads is home to more than 1.8 million people and is situated at the intersection of the Chesapeake Bay and the Atlantic Ocean, making it a major coastal and military hub. The region is home to every branch of the U.S. Armed Forces and hosts over 120,000 active-duty, reserve, and civilian military personnel.

Communities on the Virginia Peninsula include Hampton, Poquoson, Williamsburg, James City County, and York County benefit from a diverse economy encompassing defense, tourism (anchored by Colonial Williamsburg and Busch Gardens), education, healthcare, and retail. The area is known for its high quality of life, scenic waterfront settings, and proximity to major East Coast markets.

The Middle Peninsula

The Middle Peninsula lies to the north of the York River, comprising the counties of Essex, Gloucester, King & Queen, King William, Mathews, and Middlesex, along with their incorporated towns. This area is more rural in character, featuring extensive waterfront access along the Rappahannock River, the Chesapeake Bay, and numerous tidal tributaries. The Middle Peninsula is characterized by agriculture, watermen's communities, and growing residential development, and it presents unique logistical challenges for solid waste service delivery due to its dispersed population and rural geography.

Together, the Virginia Peninsula and Middle Peninsula regions represent a diverse service territory requiring an executive leader capable of balancing the needs of urban, suburban, and rural communities across a broad geographic footprint.



MEMBER LOCALITIES

VPPSA serves ten (10) member cities and counties, as well as incorporated towns within those jurisdictions. Each member jurisdiction appoints one representative (and optionally one alternate) to the VPPSA Board of Directors. Member jurisdictions include:

Cities

- City of Hampton
- City of Poquoson
- City of Williamsburg

Counties

- County of Essex
- County of James City
- County of King and Queen
- County of King William
- County of Mathews
- County of Middlesex
- County of York

Incorporated Towns

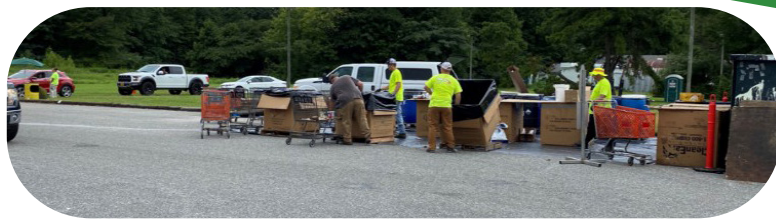
The service area also includes the Towns of Tappahannock, Urbanna, and West Point within the Middle Peninsula counties.

POSITION PROFILE

The Executive Director serves as the chief administrative and operational officer of the Virginia Peninsulas Public Service Authority, reporting directly to the VPPSA Board of Directors. The Executive Director is responsible for the overall management, direction, and coordination of all Authority operations, staff, programs, and service delivery across the full multi-jurisdictional service territory.

This is a highly visible public-sector leadership role requiring the ability to work effectively with elected officials, appointed board members, member jurisdiction staff, regulatory agencies, contractors, and the public across a geographically diverse region. The Executive Director must balance sound fiscal management with responsive, high-quality service delivery while advancing VPPSA's environmental mission.

VPPSA employs 65 full-time staff members and operates with an annual budget of approximately \$11.6 million, including nearly \$5 million in contracted solid waste services. The administrative staff currently includes the Executive Director, Deputy Director (vacant), Recycling Coordinator and Safety Officer, Project Analyst, Office Manager and a part-time Accounting Clerk.



KEY RESPONSIBILITIES

- Serve as the primary liaison between the VPPSA Board of Directors and the organization's administrative and field operations staff
- Plan, organize, direct, and evaluate all programs, services, and activities of the Authority in accordance with Board policies and applicable law
- Develop, present, and manage the annual operating budget; monitor revenues and expenditures to ensure fiscal accountability and long-range financial sustainability
- Negotiate, administer, and oversee service agreements with member jurisdictions and contracts with vendors, haulers, and facility operators
- Oversee operations at all Authority facilities, including the administrative office, field office and maintenance facility, transfer stations, convenience centers, and compost facility
- Supervise and provide leadership to administrative and supervisory personnel, including the Deputy Director, Office Manager, Recycling Coordinator, and field supervisors
- Ensure compliance with all applicable federal, state, and local environmental regulations, permitting requirements, and reporting obligations
- Represent VPPSA before regulatory agencies, member governing bodies, and the public; attend Board meetings and committee meetings as the principal staff advisor
- Evaluate existing programs and develop recommendations for service enhancements, new initiatives, or operational efficiencies
- Foster strong intergovernmental relationships with member localities and regional partners, including Planning District Commissions
- Manage emergency response and disaster debris management operations in coordination with member jurisdictions
- Champion environmental stewardship and sustainability goals through program development and community outreach

QUALIFICATIONS, EDUCATION & EXPERIENCE



Education

- Bachelor's degree from an accredited college or university in Public Administration, Environmental Science, Business Administration, Engineering, or a closely related field is required. A Master's degree in a related field is strongly preferred.

Experience

- A minimum of six (6) to nine (9) years of progressively responsible solid waste management experience or executive-level experience in solid waste management, public works, fleet management, environmental services, transportation, or related government administration; or an equivalent combination of education and experience which provides the required skills, knowledge, and abilities
- Demonstrated experience managing, negotiating, and administering complex contracts and vendor agreements, with the ability to protect organizational interests while fostering productive business relationships
- Demonstrated experience working with or reporting to a board, commission, or elected governing body
- Demonstrated experience developing and managing multi-year budgets, capital projects, and intergovernmental service agreements
- Prior experience supervising professional and technical staff across multiple work locations is highly desirable
- Familiarity with Virginia solid waste regulations, DEQ permitting processes, and applicable federal environmental requirements is a significant advantage

Knowledge, Skills & Abilities

- Strong knowledge of solid waste management principles, recycling technologies, transfer operations, and composting practices
- Demonstrated excellent presentation, written, and verbal communication skills, with the ability to communicate complex information clearly and effectively to governing bodies, employees, community stakeholders, and the public
- Proven ability to build consensus and manage relationships across diverse stakeholder groups
- Valid Virginia driver's license

PERSONAL TRAITS & DESIRED CHARACTERISTICS

The ideal candidate for the VPPSA Executive Director role will be an individual of the highest integrity whose leadership style reflects the values of public service, transparency, and collaborative governance. Desired personal traits include:

- **Visionary Leadership:** The ability to articulate a clear direction for the organization and inspire staff, board members, and regional partners to work toward shared environmental and service goals
- **Integrity & Trustworthiness:** An unwavering commitment to ethical conduct, transparency in decision-making, and accountability to the Board and the communities VPPSA serves
- **Collaborative Approach:** Acts as a consensus builder, recognizing that VPPSA's success depends on strong relationships with ten member jurisdictions, regional agencies, and community stakeholders
- **Adaptability:** Comfortable navigating the distinct needs of urban, suburban, and rural communities within the service territory, and capable of adjusting strategies and communication style accordingly
- **Fiscal Stewardship:** A disciplined approach to resource management that ensures long-term financial health while maximizing service quality
- **Problem-Solver:** A practical, solution-focused mindset with the capacity to identify operational challenges and develop pragmatic, cost-effective responses
- **Community-Centered:** A genuine commitment to the residents and businesses of the region and an understanding of the public trust inherent in managing essential environmental services
- **Approachable & Communicative:** Proactive and open communication style that keeps the Board, staff, member jurisdictions, and the public well-informed and engaged
- **Team Builder:** Demonstrated ability to develop, motivate, and retain a high-performing team in a small organization environment where each staff member plays a critical role

COMPENSATION & BENEFITS

VPPSA offers a competitive compensation with an anticipated annual salary range of \$120,000 to \$160,000 commensurate with experience and qualifications. The benefits package includes including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, and professional development support.

APPLICATION PROCESS

A review of applications will begin on August 10, 2026. Candidates whose qualifications most closely match the needs of the position will be contacted for initial interviews. Applications received after that date may be considered until the position is filled; however, applicants are strongly encouraged to apply by August 10, 2026. To be considered, please submit a cover letter, resume, and professional references to the Berkley Group, via email at libby.gooden@bgllc.net. Questions may be directed to:

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For additional information, please visit <https://www.vppsa.org/>

VPPSA is an Equal Opportunity Employer

