

## ADMINISTRATIVE AIDE TO THE EXECUTIVE DIRECTOR OF THE WATER AUTHORITY

Code No. 3-05-237  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for studying management methods in order to improve workflow, simplify reporting procedures, and implement cost reductions. The position assists in establishing goals and objectives. The position will have access to confidential and sensitive information. The employee reports directly to and works under the general supervision of the Executive Director. Supervision may be exercised over a small staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed)

Researches topics and collects information as assigned by the Executive Director;

Compiles information and prepares narrative, written, and statistical reports;

Observes current work methods and procedures to improve efficiency and effectiveness;

Assists in the design and implementation of record systems and management policies and procedures;

Reviews consulting engineers' annual report, prioritizes and implements recommendations;

Assists in scheduling personnel for various tasks;

Acts as liaison between departments and outside agencies;

Schedules conferences and meetings;

Conducts tours at Shoremont Water Treatment Plant;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of research tools and techniques; ability to compile and prepare written and statistical reports; ability to assist in the design and implementation of records systems; ability to design and implement management policies and procedures; ability to assign and schedule work assignments; ability to establish good relations with public officials and associations and tactfully handle public inquiries; integrity; good judgement; discretion in handling confidential information; health commensurate with the demands of the position

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Four (4) years of paid full-time or its part-time equivalent experience in department administration\*

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

\* Department administration is defined as the responsible direction and control of an identifiable organizational unit or program.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

**ADOPTED:** April 5, 2001