

## **ASSISTANT TO THE EXECUTIVE DIRECTOR - WATER AUTHORITY**

Code No: 3-18-294  
NON-COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high-level administrative position in the Monroe County Water Authority responsible for assisting the Executive Director with staff functions. These functions include: budget administration, research and evaluation, labor negotiation, policy and procedure development, and personnel and benefits administration. General supervision is exercised over a staff of professional and clerical employees. The incumbent works under general supervision from the Executive Director, or other higher-level staff member. 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.)

Prepares and monitors the annual personnel operating budget;

Acts as a liaison to the Board of Directors;

Conducts research and evaluation studies aimed toward improving general authority operations;

Serves as the lead member of all authority labor negotiation committees;

Formulates, recommends and implements authority policies and procedures to ensure compliance with negotiated employee contracts;

Supervises all personnel activities including recruitment, hiring, payroll activities, performance evaluations, etc.;

Administers all employee benefit programs such as health insurance, workers compensation, general absence and leave of absence requests.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of public personnel administration procedures and practices including recruitment and selection, payroll certification, employee benefits, labor relations, etc; thorough knowledge of budget preparation and monitoring; good knowledge of Monroe County Water Authority's policies, procedures, goals and objectives; good knowledge of research and evaluation techniques; good oral and written communication skills; supervisory ability; ability to conduct and participate with parties involved in contract negotiations and disputes; ability to formulate and implement operating policy; ability to establish and maintain effective working relationships; initiative; integrity; good judgment; health commensurate with the demands of the position.

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

- (A) Graduation with a Bachelor's degree; PLUS, six (6) years paid full-time or its part-time equivalent professional\* experience in personnel administration, business administration, of which three (3) years must have involved supervision; OR

- (B) Graduation with a Master's degree; PLUS, five (5) years paid full-time or its part-time equivalent professional\* experience as outlined in (A) above, of which three (3) years must have involved supervision; OR,
- (C) Ten (10) years paid full-time or its part-time equivalent experience, as outlined in (A) above, of which three (3) years must have involved supervision; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C).

\*For the purposes of these minimum qualifications, professional experience does not include clerical, receptionist or secretarial duties.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** April 20, 1989

**REVISED:** March 30, 2023