

**DEPUTY EXECUTIVE DIRECTOR – MONROE COUNTY WATER AUTHORITY**

Code: 2-11-006  
Non-competitive\*

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high-level administrative position responsible for assisting the Executive Director – Monroe County Water Authority in directing and coordinating the administrative and operational functions of the Water Authority. These functions include public relations, budget administration, research and evaluation, policy and procedure development, and long-range planning. The employee reports directly to, and works under the general supervision of the Executive Director – Monroe County Water Authority, and oversees the Engineering and Operations Departments. The employee acts for and in place of the Executive Director – Monroe County Water Authority when required.

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

Confers periodically with department heads to discuss matters pertaining to engineering and operational planning;

Assists in coordinating the activities of the operating units to achieve the maximum efficiency and planning;

Participates in the annual and special report preparation for the Water Authority and attends meetings;

Assists the Executive Director - Monroe County Water Authority in developing and implementing administrative and operational policies and procedures;

Analyzes operational problems, and formulates and implements solutions;

Reviews and approves purchase transactions and payroll for the information technology group;

Participates in the recommendation of bid awards;

Acts as liaison with officials of various municipalities, state and federal legislative bodies and large-scale consumers;

Attends and represents the Water Authority at public, civil, social and governmental and conferences;

Serves in place of the Executive Director - Monroe County Water Authority.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of a large water production and distribution system construction, operation, administrative and the financial procedures; thorough knowledge of the organization, functions, policies, regulations and procedures of the Monroe County Water Authority; good knowledge of Federal, State and local laws regulating the operation of a water supply system; good knowledge of public administration practices and procedures; ability to assume entire responsibility of the Executive Director – Monroe County Water Authority; ability to communicate effectively orally and in writing; analytical ability; organizational ability; ability to develop and implement operating procedures and policies; ability to deliver effective presentations; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma PLUS graduation with a Bachelor's degree in Public Administration, Business Administration or Political Science plus five (5) years paid full-time or its part-time equivalent experience in the administration of a water production and distribution system.

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

Monroe County Civil Service Commission

**ADOPTED:** May 6, 2004

**REVISED:** March 30, 2023 (April Commission Meeting)

**REVISED:** May 1, 2025

**REVISED:** February 5, 2026

\*The New York State Civil Service Commission approved in the non-competitive jurisdictional class Deputy Executive Director – Monroe County Water Authority with an effective date of December 22, 2025.