

DEPUTY EXECUTIVE DIRECTOR – MONROE COUNTY WATER AUTHORITY

Code: 2-11-006
Non-Competitive Pending NYS approval

DISTINGUISHING FEATURES OF THE CLASS: This is a high level administrative position responsible for assisting the Executive Director in directing and coordinating the administrative and operational functions of the Water Authority, acting for and in place of the director in day-to-day operations. These functions include public relations, budget administration, research and evaluation, policy and procedure development, and long range planning. The employee reports to and works under the general direction of the Executive Director of the Water Authority. This employee may act for and in place of the Executive Director of the Water Authority in their absence.

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 of the 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 of the Water Authority, when or where required, in their absence.

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 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 large scale water production and distribution system.

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 have 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