

## EXECUTIVE DIRECTOR OF THE WATER AUTHORITY

Code No: 3-14-222  
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is the chief administrative position in the Monroe County Water Authority which involves planning, directing and coordinating the administrative and operational functions to ensure adequate water supply and distribution throughout the county. This employee works under direction from the Chairman of the Board. Administrative supervision is exercised over the large staff of the Water Authority. 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):

Directs Monroe County Water Authority policy and programs including the areas of capital improvement, public relations, personnel, and all administrative and operational functions;

Consults with members of the Monroe County Water Authority with reference to policy and operations;

Confers with various outside consultants as needed;

Attends and represents the Authority at public, civil, social and governmental meetings and conferences including special Board meetings;

Confers with department heads to coordinate the operation of the metropolitan water system and leasing arrangements in village, town and water districts.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the organization, functions, policies, regulations and procedures of the Monroe County Water Authority; thorough knowledge of the procedures, terminology, and techniques of water supply and distribution; good knowledge of the principles of administrative supervision; good knowledge of engineering practice and design; good knowledge of real estate acquisition, methods of securing estimates and condemnation procedures; good knowledge of public relations principles and practices; good knowledge of the Federal, State and local laws regulating the operation of a water supply system; good knowledge of public personnel administration; ability to communicate effectively and deliver effective presentations; ability to plan, organize and evaluate the work of others; ability to establish and maintain effective working relationships with individuals within the organization and outside of the Water Authority; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

### SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: July 24, 1986