

EXECUTIVE DIRECTOR

SG – 36E

GENERAL STATEMENT OF DUTIES: Coordinates and directs the overall operations of the Authority through the various division heads; participates in the Authority public and municipal relations program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is work of an administrative nature involving responsibility for coordinating the activities of the Authority. General direction is received from the members of the Authority with wide leeway permitted for the exercise of independent judgment. Supervision is exercised cooperatively with division heads over all operations and activities of the Authority.

EXAMPLES OF WORK: (illustrative only)

Confers periodically with division heads to discuss matters pertaining to construction and operational planning;
Coordinates the activities of the operating units to achieve maximum efficiency and economy;
Directs Authority policy and programs including the areas of capital improvement, all administrative and operational functions;
Consults with members of the 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;
Assists in preparing press, radio, television and other media releases concerning Authority activities;
Speaks before various groups on the operations, activities and plans of the Authority, sometimes with a view toward encouraging water purchases;
Maintains liaison with officials of various municipalities and large scale consumers;
Makes frequent personal inspections of construction in progress and other activities to expedite completion;
Investigates complaints by and reviews special service requests from municipal, county and, state agencies and commercial consumers;
Participates in annual and special report preparation for the Authority and attends Authority meetings;
Reviews and approves purchase requisitions and payrolls, and participates in recommendation of bid awards;
Interviews salesmen, consumers, employees and others and provides information or directs to attention of appropriate person.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of large scale water production and distribution system construction, operation, maintenance, consumer service; comprehensive knowledge of the principles, practices and techniques of coordinating people and materials; demonstrated ability to successfully get people with diverse interests to work together harmoniously for a common goal; thorough knowledge of the theories, principles and techniques of public relations media and demonstrated success in their use; thorough knowledge of laws governing municipal operations in New York State and their affect on contractual and other inter agency relations; thorough knowledge of personnel practices and techniques; ability to originate new procedures and techniques; ability to address diverse audiences; good appearances; resourcefulness; good business judgment; good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a baccalaureate degree in business management, public administration or engineering, with ten years of experience, of which five years must have been in an executive, administrative or senior supervisory capacity.

PREFERRED APPLICANTS:

Applicants with one or more of the following credentials are encouraged to apply for the position of Executive Director: a New York State license as a professional engineer; a New York State license as a certified public accountant with five or more years of experience in the public sector; a Master's degree in business or public administration; administrative experience working for a public or private utility entity.