

DEPARTMENT: NIAGARA COUNTY WATER

FLSA Status: Exempt/ Executive 1/4/2010

CLASSIFICATION: NON-COMPETITIVE

APPROVED: APRIL 11, 2022

ADMINISTRATIVE DIRECTOR (COUNTY WATER DISTRICT)

DISTINGUISHING FEATURES OF THE CLASS: This is work of an administrative nature involving responsibility for coordinating and directing the activities of the Niagara County Water District and for the conduct of the public relations program. General direction is received from the members of the Administrative Board of the Water District with wide leeway permitted for the exercise of independent judgment. Supervision is exercised cooperatively with various department and division heads over all operations and activities in the Water District. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Confers periodically with department and division heads to discuss matters pertaining to construction and operational planning;
2. Coordinates the activities of the operating units to achieve minimum efficiency and economy;
3. Prepares press, radio, television, and other media releases concerning District activities when necessary;
4. Speaks before various groups on the operations, activities and plans of the District;
5. Maintains liaison with the Niagara County Legislature, the appropriate committees thereof, and the appropriate departments and officials of Niagara County;
6. Maintains liaison with officials of various municipalities and large scale consumers;
7. Makes frequent personal inspections of construction in progress and other activities to expedite completion;
8. Investigates complaints by and reviews special service requests from municipal, county and state agencies and other consumers;
9. Participates in annual and special report preparation for the District and attends District meetings;
10. Within his/her authority, reviews and approves purchase requisitions and payrolls, attends bid openings and participates in recommendation of bid awards;
11. Interviews salesmen, consumers, employees and others and provides information or directs to attention of appropriate person.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of water production and distribution system construction, operation, maintenance and consumer service; good knowledge of the principles, practices and techniques of coordinating people and materials; good knowledge of the principles and techniques of public relations media and demonstrated success in their use; working knowledge of laws governing municipal operations and their effect on contractual relations; good knowledge of personnel practices and techniques; demonstrated ability to successfully encourage people with diverse interests to work together harmoniously for a common purpose; ability to originate new procedures and techniques; ability to address diverse audiences; professional appearance; resourcefulness; sound business judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with major coursework in hydraulic engineering, business, public administration, or related field **AND** at least three (3) years of satisfactory experience in governmental or private personnel or other administrative work; **OR**
2. Five (5) years of responsible and successful executive experience in the administration of municipal or private water production and distribution system or in the administration of a municipal water improvement district; **OR**
3. An equivalent combination of training and experience as defined by the limits above.

SPECIAL REQUIREMENTS:

1. Candidates must live within the territorial boundaries of the Niagara County Water District at time of appointment and for the duration of employment;
2. Candidates must possess a valid New York State Driver's license to operate required vehicles at time of appointment and for the duration of employment.