

EXECUTIVE DIRECTOR (WWA)

DISTINGUISHING FEATURES OF THE CLASS:

This is a management and technical position responsible for managing and directing the operations of the Dutchess County Water and Wastewater Authority. The work involves formulating, coordinating and administering the County Water District assessments program, capital project planning, development and financing, and implementing a county-wide water supply source management and protection plan. In addition, this position plans and coordinates staff activities. The incumbent reports to and serves at the pleasure of the Dutchess County Water and Wastewater Authority Board which is comprised of volunteers from the community and are appointed as outlined by Public Authorities law and involves the County Executive, Chairman of the County Legislature and the County Legislature.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs, manages and coordinates all aspects of capital construction and acquisition projects approved by the Authority;
2. Oversees and directs entire staff and formulates policy and program outlines for Authority personnel;
3. Keeps Board informed concerning the development of current goals and recommends long-term organizational objectives;
4. Formulates, coordinates and administers the County Water District assessment program, which includes, but is not limited to, service agreements;
5. Prepares grant and financial assistance applications for capital projects;
6. Conducts and/or organizes studies and preparation of plans related to water supply source management and protection;
7. Reviews engineering and geological studies and makes recommendations to the Water and Wastewater Authority Board;
8. Prepares and implements agency budgets including operating and capital budgets;
9. Oversees the construction, repair and maintenance of capital projects;
10. Prepares and oversees staff and consultant preparation of environmental review and permit application materials for capital projects;
11. Develops, recommends and implements policies and procedures for water and wastewater treatment systems;
12. Ensures that the Authority remains in compliance with various requirements;
13. Represents the Authority as necessary in a wide variety of situations with the public, local officials, local, state, federal regulatory agencies, as well as legal issues.

EXECUTIVE DIRECTOR (WWA) (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of the principles, terminology and practices of water and wastewater treatment planning, including infrastructure development, system operations, and water supply source management and protection necessary to develop, implement and oversee programs;

Knowledge of federal, state and regional legislation to ensure that legal requirements are met;

Knowledge of research techniques, data collection and statistical analysis methods needed to make recommendations to the Water and Wastewater Authority;

Ability to plan and supervise the work of others;

Ability to research and prepare budgets and grant appropriation requests;

Ability to prepare written reports and other correspondence;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Recommended Only)

EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in community, regional, environmental or water resources planning, hydrology or a closely related field;

OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in community, regional, environmental or water resources planning, water resources management, hydrology or a closely related field and (1) year of professional work experience in the areas of water resources or environmental planning or management (significantly involved in the water resources area);

OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

Adopted: 5/21/09